

Reports to: Executive Director

Compensation: Salaried \$52,000 - \$54,000 plus benefits*

Hours: Full-Time Exempt Position (40-45 hours/wk); some work from home options available; some nights and weekends required; *benefits include paid vacation, sick leave, holidays, and spiritual day; employer partially paid medical, dental, vision, and life insurance benefits.

Description:

Single Parent Provision (SPP) is seeking a mission driven management professional eager to join the work God is doing through SPP to reach, serve, and champion single parent families throughout central Iowa. The Program Director is responsible for upholding the mission and vision of Single Parent Provision through all SPP programs, services, and events that collectively serve well over 3,000 single parents and children annually. The qualified candidate will oversee our program staff team, ensuring excellence, efficiency, and consistency are brought to all programming processes and aspects of the work we do. In addition, he or she will directly administer and further develop our Home Provision program. The qualified candidate will be a well-organized highly detailed individual with a can-do attitude and entrepreneurial spirit experienced in managing people and projects, establishing timelines and roadmaps to successfully achieve determined objectives, successful in taking and giving clear direction, and passionate about our mission, vision, and values including living for Christ and furthering His Kingdom.

Primary Responsibilities & Expectations:

- Provide leadership, direction, and management to program staff to ensure the vision of Single Parent Provision programming is carried out and best practices and processes are adhered to.
- Serve as the knowledge expert of all Single Parent Provision programs, services, and events and communicate the heart, purpose, value, and details of our programming to various audiences.
- Work closely with Executive Director to fully absorb the vision and program objectives of SPP. Serve as a bridge between big picture and execution, drilling down to appropriate action plans, and providing regular detailed status updates to the Executive Director.
- Develop and thoroughly document repeatable processes, timelines, and project plans that make substantial impacts now and are scaled to sustain continued growth.
- Exhibit foresight to identify and provide creative solutions to program challenges, safety and risk matters, and overall inefficiencies.
- Collaborate with Communication & Development Manager to effectively and creatively share program messaging, including opportunities, needs, and details to appropriate audiences.
- Work with Engagement and Administrative coordinator to identify volunteer needs and training and cohesively work to grow engagement.
- Directly execute our Home Provision program – through this program, single parents are provided additional hands and feet to accomplish projects and repairs around their home. We coordinate and deploy volunteer groups to the homes of single parents to provide such support.
 - Manage and improve upon existing registration and onboarding processes for both parents and participating volunteer groups.
 - Guide volunteer groups and parents through the participation process ensuring details, resources, and needs are communicated timely and clearly to all parties involved (parents, volunteer groups, staff, etc.) to ensure a seamless execution of the services provided.
 - Simplify processes wherever possible.
- Adhere to approved budgets working to reduce costs wherever possible; fully understand and actively contribute to growing program funding avenues; heavily utilize existing resources of volunteers, supplies, and donations.



Qualifications & Skills:

- A mature Christ-follower committed to and active in living out a growing relationship with Jesus
- Commitment to reflect in the best possible light: single parent families; Single Parent Provision; its staff and volunteers; and its mission, vision, and values
- Minimum 3 years' experience as program director or equivalent leadership experience
- Thorough knowledge of program management principles and techniques including experienced in managing budgets for multiple programs
- Strategic mindset able to effectively lead and support program staff to reach desired outcomes
- Highly detailed, including in writing processes and documentation, with strong time management, organizational, and prioritization skills
- Entrepreneurial spirit skilled in implementing big picture vision
- Highly professional with ability to cultivate relationships with various people groups
- Strong communication skills both written and verbal
- Possesses a teachable heart that seeks to grow and understand
- Must be in agreement with, sign, and abide by SPP's statement of faith

To Apply:

Qualified applicants are encouraged to apply as soon as possible but no later than **March 19th**. Interested parties should send 1) letter or email of interest including a description of their faith and 2) resume to employment@singleparentprovision.org. References (including one pastoral reference) will be requested from those interviewed. Hire contingent upon cleared background check and completed confidentiality agreement.