



FAIRBANKS NATIVE ASSOCIATION, INC

Job Description

Job Title: Program Director
PCN: M705
Level: Level 7 Management-Director
Status: Exempt
Position Reports to: See Supplemental

"This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice. FNA is an at-will employer."

Job Summary: Responsible for the day-to-day operations of assigned program. Performs all general management functions to include program planning and development, personnel management, assist with or perform budgeting and procurement of funds management.

Essential Functions:

Monitors and maintains granting requirements specific conditions, fiscal accountability, ensures all project compliance is carried out and program goals and objective are met..

Oversees fiscal management, including analyzing and/or assisting with budget development abiding by FNA policies and procedures.

Responsible for awareness of community resources and agency networking.

Supervises staff in a manner that motivates and enables them to do their job effectively and efficiently. Fosters a team spirit approach.

Establishes and maintains an effective working relationship with local, state and federal agencies.

Attends professional meetings, workshops and trainings, as required.

Maintains knowledge of current and future needs of program and may develop programs for emerging needs.

Develops and maintains internal and external systems and procedures for monitoring, reporting, and evaluation of program and administrative effectiveness.

Reviews literature and assists with proposals for grants in collaboration with the FNA Planning & Development Department according to established policies and procedures.

Prepares all program reports in an accurate and timely manner according to established FNA policies and procedures, ensures timely submittal of all reports to include monthly reports to administration and all reports required by granting agencies.

Attends all required FNA meetings.

The incumbent of this position must work well under pressure, meeting multiple and conflicting deadlines. The incumbent shall at all times demonstrate cooperative behavior with colleagues, supervisor, and clients.

Performs other job-related duties as assigned.

Specifications:

Qualifications:

Bachelor's Degree in related field. Master's Degree preferred.

Five (5) years of working experience in social service setting, with two (2) years of supervisory experience.

Excellent communication and interpersonal skills with the ability to effectively administer written and verbal instructions.

Ability to effectively delegate duties, set standards for performance, and ensure accountability of all program staff.

Good analytical and problem solving skills, with strong interpersonal skills and the ability to effectively communicate both verbally and in writing.

Ability to read and understand, implement and manage state and/or federal grants.

Working knowledge of computer operations and programs such as MS Word and Excel.

Strong understanding and sensitivity to diverse cultures and lifestyles, with demonstrated experience working effectively with Alaska Native populations.

Continued employment status will be contingent upon satisfactory completion of the pre-employment drug testing process.

A combination of experience, education, and training that provides the required knowledge, skills, and abilities may substitute for degree requirement.

Driving Requirements:

This position will (or may) require you to frequently (or incidentally) drive your personal vehicle for FNA business. In order to drive your personal vehicle for FNA business an individual must provide a copy of their current Alaska Driver's License and a copy of their proof of personal liability insurance. No employee may transport a FNA client in a personal vehicle.

Physical Demands:

The demands for this position will be considered sedentary for the amount of physical activity required.

Working Conditions:

Works in an environment where protection of client confidentiality is essential.

Requires travel between various program components of FNA, which may involve exposure to extreme weather conditions, as well as the hazards of operating a motor vehicle in bad weather.

Contacts:

Position has daily contact with the general public, program staff, organizational staff, clients, and external agencies. Contacts on an occasional basis may be controversial and of a sensitive nature.

I, _____, have received, reviewed and completely (Please print name) understand the entire contents of this job description.	
_____ Signature of Employee	_____ Date
_____ Signature of Supervisor	_____ Date