



JOB POSTING

Position title: Associate Program Officer

The Associate Program Officer (APO) works with the Chief Program Officer (CPO) to provide oversight, administration, and supervision to all client-serving programs at F&CS. This position is the most senior member of the program leadership team, reporting directly to the CPO. The APO will ensure that F&CS programs are creative, innovative and results-oriented, while remaining high quality, impactful, and cost-efficient. The APO must possess substantial experience in social service program directorship, including staff development and supervision. The APO will work with the Executive Leadership Team of the agency to ensure performance excellence and continuous quality improvement. The APO must also possess an understanding of how to manage various types of program contracts, grants, and funder relationships.

Duties and Responsibilities

- Play a lead role in implementation of the agency's strategic plan to advance the mission and operational goals established by the Executive Leadership Team, the Board of Directors, and the Strategic Implementation Team.
- Works with the Strategic Implementation Team and other Directors to achieve agency program and business objectives, target goals, and staffing needs.
- Works in collaboration with the Chief Program Officer and the Advancement Team in implementing fund development efforts for agency priorities. This includes working closely with the Director of Grants Management to ensure on-going reporting needs are met and completed with accuracy.
- Participates in agency leadership teams and committees. Leads the Program Leadership Team meetings.
- Directly support Senior Directors and Directors in the launch of new program initiatives and the end of program services as appropriate.
- Identifies, recommends, and implements changes in policy and practice, as needed.
- Oversees, coordinates, and assists with the implementation of staff development and training (internal and external) initiatives. This includes supervision of the Director of Training and Staff Development.
- Plays a lead role in establishing, implementing, and ensuring continuous program evaluation and quality improvement.
- All other duties or projects assigned.
- Regular attendance and reliable transportation required

Requirements: A Master's Degree in social work, social work administration, public or nonprofit administration, human service or related field is preferred; relevant program management experience and 3-5 years in a non-profit, government, or for profit operations environment. Additional experience may substitute for the graduate degree; in which case a Bachelor's degree is required.

Salary: \$80,000 - \$90,000

Submit resume to hrdept@fcsnashville.org

EOE M/F/D/V