

Job Title: Director of Programs
Reports To: Executive Director

The mission of KNOX is to use horticulture as a catalyst for community engagement-forging partnerships between residents, businesses, and government, providing leadership to build stronger, greener, healthier and more beautiful neighborhoods in Hartford.

The Director of Programs serves as a member of the organization's leadership team reporting to the Executive Director and working in partnership with other members of the leadership team. This position leads efforts to ensure KNOX programming demonstrates the mission of the organization and is meaningful to all Hartford residents. The Director will focus on cultivating effective program strategies, growing the skills of program staff, and empowering the community.

As a member of the leadership team, the Director of Programs is expected to model KNOX's organizational values of teamwork and respect. Living these values means we must consider the safety, feelings, traditions, and preferences of everyone in our ecosystem. It also means we must be open to working with others and listening for opportunities.

RESPONSIBILITIES:

Organizational Leadership:

- Direct the development and implementation of annual program planning and budgeting to meet organizational goals.
- Actively participate in leadership team to improve organizational culture, teamwork, and performance.
- Attend monthly meetings of KNOX Board of Directors.
- Implement organizational performance management system.

Community Outreach:

- Lead efforts to create empowering and inclusive programming informed by an understanding of Hartford's unique assets and challenges; specifically pertaining to racism and inequity.
- Develop and maintain partnerships throughout the community to strengthen the quality and reach of KNOX programs through participation in community civic groups, NRZ meetings, and community speaking engagements.
- Assist in the development of content for marketing and communications efforts.
- Attend volunteer events and educational workshops.

Program Development:

- Create systems to consistently assess, evaluate and strengthen programs.
- Direct efforts to improve outcomes from program participants.
- Supervise program staff, including regular meetings to review job performance and provide coaching.
- Lead all Program Managers through effectively setting annual goals and implementing programs strategies.
- Provide program tracking tools to help program staff assess progress and make adjustments to strategy.
- Create and implement plans for team professional development to support programs.
- Cultivate success stories that demonstrate the impact of programs.
- Develop and implement systems to with staff to effectively communicate program activities and outcomes, including creating a reporting system for program managers.
- Implement intake and on-boarding process for Workforce Development program participants.

QUALIFICATIONS:

- Commitment to KNOX's mission and to fostering a culture of teamwork and respect.
- A passionate leader with experience cultivating positive relationships with diverse stakeholders.
- 3 to 5 years program development experience.
- Experience supervising staff and volunteers.
- Experience collaborating on highly performing teams.
- Ability to present information effectively, both verbally and in writing.

To apply, send a resume and cover letter to patrickd@knoxhartford.org

KNOX, Inc. is an Equal Opportunity Employer (EOE.) Qualified applicants are considered for employment without regards to age, race, religion, sex, national origin, sexual orientation, disability, or veteran status.