



8 Mulberry Rd. Selma, AL 36703
334-526-4539

www.SCNTR.org

Job Description

Director of Programs with Training Emphasis

The Selma Center for Nonviolence, Truth and Reconciliation (SCNTR) is an Alabama-based 501(c)(3) nonprofit corporation, with a mission to partner with institutions to promote love, the establishment of justice, and build the Beloved Community. The Center is committed to transforming and healing the root causes of physical, political, psychological, environmental, economic and racial violence at personal, family, community and systemic levels.

The Director of Programs is a direct report of the Executive Director, and serves as the primary support to the Executive Director for all areas related to the planning, development, operations, and management of all of SCNTR's programs.

Responsibilities:

- Create an annual programmatic plan;
- Coordinate with program/project managers to create detailed implementation plans for each of SCNTR's programs. This includes deadlines, milestones, processes, and risk mitigation protocols;
- Develop operating budgets for all approved programs;
- Work with the Executive Director to set strategic goals and objectives for programs;
- Prepare regular programs status reports to be presented to the Board of Directors and its Programs Committee;
- Attend all Program Committee meetings of the Board of Directors;
- Recruit, hire and supervise all program and project managers, and other program staff;
- Develop and implement a system to evaluate the skill, experience, and professional development needs of all program staff, to include a formalized annual performance review;
- Work with program staff to develop objective performance measurements across all programs, to ensure consistent, high-quality evaluation and goal setting for all employees;
- Provide processes for monitoring performance and collaborating with program teams to determine ways to improve;
- Create and implement problem and dispute resolution practices for members of the program staff;
- Manage Training Department until funds are raised and a manager is hired;
- Lead development of a training department including but not limited to restorative justice, nonviolence conflict reconciliation, conflict resolution and racial equity;
- Help to ensure that the training department is funded through grants and donations but eventually self sufficient through paid training opportunities

Job Description

Director of Programs with Training Emphasis Updated 7/20/2022

- Deliver a Beyond Divide and Conquer, Unite and Build Racial Equity Training of Trainers program (TOT) to enable Trainees/Trainers(TT) to deliver a Beyond Divide and Conquer Workshop at least once each calendar year.
- Support Beyond Divide and Conquer, Unite and Build Racial Equity Training TTs who have completed the TOT program by convening at least two coaching circles each calendar year.
- Provide administrative support for the workshop registration platform and sales for workshops delivered by Beyond Divide and Conquer, Unite and Build Racial Equity Training TTs as needed; and
- Other tasks as identified

Requirements and Qualifications:

- Bachelor's Degree, with a postgraduate degree preferred;
- Proven track record of success as either a director of programs, program manager, or project manager, with at least 10 years of combined experience within such roles;
- Knowledge of current program management methods and best practices;
- Experience managing staff and budgets;
- Excellent data analysis and reporting skills;
- Strong problem-solving and people skills;
- Experience with industry-standard project management software and tools;
- Proficient in using technology as a management reporting tool;
- Demonstrated success developing and evaluating program models;
- Strong project management skills managing complex, resulting in measurable successes;
- Strength in hiring, recruiting, managing, developing, coaching, and retaining individuals and teams, empowering them to elevate their levels of responsibility, span-of-control and performance;
- Effective human relations skills in oral and written communication; and
- Personal character that is in line with the mission and vision of the SCNTR and a true passion for the work of the organization.