

## Assistant Director of Operations and Programs

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Alliance for Children Reports to: Executive Director

Job Posting

### SUMMARY

Working in collaboration with community partners, the Assistant Director of Operations and Programs is responsible for the overall design, development, and implementation of Smart Start and non-Smart Start funded programs. This position serves as the primary liaison between Alliance for Children and Direct Service Providers (DSPs).

Key focus areas include providing technical assistance to program coordinators, conducting program monitoring, assessing community needs and resources, overseeing data collection and analysis, and managing in-house program activities.

The Assistant Director of Operations and Programs also supports the Executive Director with community engagement and partnership development, helping to build relationships with local agencies and organizations, identify and promote resources for children and families, assist with fund development, and implement community outreach strategies.

### 90-Day Probationary Period

All new hires will begin employment through a temporary agency for a 90-day probationary period. This period allows both the employee and the organization to ensure that the position is a good fit for everyone before transitioning to permanent employment.

### Salary & Benefits

- Salary: 65,000-\$68,000



## ESSENTIAL DUTIES AND RESPONSIBILITIES

(Other duties may be assigned.)

- Maintain regular communication with program coordinators and conduct program observations.
- Provide technical assistance to staff in developing logic models, identifying outcomes, and using assessment tools and data management systems.
- Conduct program monitoring visits for DSPs and coordinate evaluation activities for in-house programs.
- Collect and analyze quarterly activity data to evaluate program performance and effectiveness; report findings as required to the North Carolina Partnership for Children.
- Stay current on evidence-based and evidence-informed program models and practices.
- Direct and support data collection, analysis, and entry for research, evaluation, and program development projects.
- Collaborate with staff and community members to develop and implement new programs based on community needs and available resources.
- Co-facilitate planning committees and board/community volunteer groups.
- Support staff in presenting program outcomes and success stories to the community and Board of Directors.
- Participate on the Alliance for Children leadership team and represent the organization on community boards, committees, and regional initiatives.
- Provide programmatic oversight to in-house activities and ensure alignment with organizational goals.
- Collaborate with the Executive Director and Finance Director on the request for applications (RFA) and program allocation processes.
- Maintain program files and submit annual plans and reports as required.
- Identify program funding needs in collaboration with the Executive Director and Board of Directors.
- Oversee grant-funded activities, including preparing required reports for funders.

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### Education and Experience

- Master's degree in education, public health, human services, or a related field required.
- Minimum of five (5) years of experience in early childhood education, nonprofit administration, or community-based program management

### Required Skills

- Program design and development.
- Knowledge of current best practices in early care, family support, and health-related programs.
- Data collection, analysis, and outcomes development.
- Individual and group supervision.
- Excellent communication and meeting facilitation skills.
- Budget development and financial oversight.
- Familiarity with strategic planning and community partnerships.

## CERTIFICATES, LICENSES, REGISTRATIONS

- A valid driver's license is required.

## LANGUAGE SKILLS

Ability to read, analyze, and interpret professional journals, regulations, and reports. Ability to write clear reports, business correspondence, and procedures. Strong oral communication skills and the ability to present information effectively to diverse audiences.

## COMPUTER AND MATHEMATICAL SKILLS

Proficiency in Microsoft Office Suite (Word, Excel, Access, PowerPoint, Canva) and data management systems. Ability to calculate and interpret statistics such as rates, ratios, and percentages.

## REASONING ABILITY

Ability to define problems, collect and analyze data, establish facts, and draw valid conclusions. Capacity to interpret a variety of technical instructions and adapt to complex and evolving work environments.

## PHYSICAL DEMANDS

While performing the duties of this position, the employee is regularly required to talk and hear, frequently required to walk and sit, and occasionally required to stand or lift up to 20 pounds. Specific vision abilities include close vision, peripheral vision, and depth perception.

## WORK ENVIRONMENT

The noise level is usually quiet to moderate, and most work occurs in a standard office setting. Occasional travel and outdoor work may be required for community events and program monitoring.

## Additional Application Instructions

Please email your cover letter and resume to [leadership@theallianceforchildren.org](mailto:leadership@theallianceforchildren.org). We kindly ask that you do not call regarding your application. Candidates selected to move forward in the interview process will be contacted directly.

Job Type: Full-time

Work Location: In person

Qualified candidates should email their resume and application materials to [leadership@theallianceforchildren.org](mailto:leadership@theallianceforchildren.org).

