Job Description

Associate Director

Summary:

The purpose of this role is to support the Executive Director in the implementation of the Foundation's strategic plans and policies, and to provide leadership and management to the TFCF and other technical staff in the areas of planning, programming, communications, marketing, and administration. The Associate Director will also implement communications and marketing strategies to support the agency’s visibility and success. This position reports to the Director.

Leadership:

- Management:
  - Effectively manages program staff to ensure TFCF’s programs and projects are actively implemented according to guidelines and regulations.
  - Provides leadership, direction, and continuous supervision for staff, setting an effective agenda and ensuring performance goals are met and set.

- Help implement strategic direction for the organization and its overall goals.
- Provide leadership on all program and project implementation, support Executive Director with new and upcoming project implementation.

Planning, Programming, and Administrative Duties:

- Work with Director to coordinate and implement all programs, services, and activities.
- Evaluate the work of staff, recommend staff advancements or termination, and prepare annual evaluation of work performance of each staff member.
- Prepare regular reports as may be requested on staff activities and status of programs and services and ensure monthly reports are submitted to evaluators respectively.
- Institute proper and appropriate management controls
- Supervise, coordinate, and provide guidance for all program activities - including outreach, volunteer coordination and partnership development.
- Program output – quarterly data collection and analysis

Communications, Public Relations, and Fundraising:

- Oversees marketing, promotion, media/public relations, and issues management to ensure delivery and quality of programs/activities.
- Acts as liaison between TFCF’s contracted communications and website management companies.
- Attend conferences, workshops, and meetings that are applicable to the mission of Time for Change Foundation
- Coordinate annual fund-raising efforts with staff and board of directors.
- Assist Executive Director with implementation of fund development plan.
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- Provides guidance, as requested by the Executive Director, for fundraising and donor management, business development and partnership activities.
- Special Project Duties as requested by the Executive Director
- Additional duties as assigned.

Requirements:

Personal Attributes Needed to Undertake Job:
- Thorough knowledge of modern management principles
- Thorough knowledge of staff utilization and motivation
- Ability to plan and manage the work of subordinate supervisors and staff.
- Ability to formulate, recommend, and implement administrative policies and procedures.
- Ability to develop, establish, and maintain effective working relationships with public, private, and governmental offices and agencies.
- Ability to develop operational and program objectives within the framework of the unit’s mandated function.
- Ability to work with at risk populations.

Other Requirements:
- Weekends Required
- 5 to 10 years of related experience in program management/project management
- Non-profit management a plus
- Be fluent in Microsoft Office Suite and internet research.
- Tech savvy

Position Type
- Full-time.

Location
- San Bernardino, CA