



Director of Programs & Services

Overview of Role

Develop implementation plans for, manage, and oversee existing and new projects, services, and initiatives aligned with AGRiP's core values of intelligence, best practices, and advocacy.

Identify new program or service areas of value to the membership, scope projects, make recommendations, and implement as directed. Suggest services or programs to be discontinued when no longer appropriate, and terminate effectively as approved.

Working in conjunction with the AGRiP team, support projects, programs, services, and initiatives for AGRiP's education and networking values. Directly manage assigned content development for education efforts with internal and external experts, speakers, and resources.

Working closely with the Executive Director, assist in Board governance activities, including meeting preparation and materials, recommendations, and related work.

Position Requirements

The following requirements are necessary to perform the essential functions of the job and must be demonstrated in prior experience.

- Experience researching and analyzing data, outcomes, projects or efforts from a variety of perspectives using a multitude of methods and including both qualitative and quantitative measures.
- Ability to effectively scope and manage complex, multi-faceted projects, considering all influences, impacts, and dependencies.
- Ability to set effective timelines and goals, perform timely to expectations, manage external and internal resources to meet objectives.
- Ability to assess and evaluate complex ideas and information in order to bring forward succinct summaries and/or recommendations appropriate for a variety of audiences.
- Excellent writing and editing skills using a wide variety of styles and distribution methods.
- Strong interpersonal and communication skills, with an ability to build and maintain relationships across many staffing levels, internally and externally.
- Ability to work at a professional level with a high degree of independence and without daily task management.
- High degree of familiarity and ability to work effectively using Gmail, Google Docs, Google Sheets, Microsoft Word, Excel, PowerPoint, and other office applications. Ability to work effectively using project management methods, applications, and related tools.
- Ability to effectively manage project tasks in an environment of high email traffic and conversation.

- Acuity learning new software, adapting workflow and process to technology implementations.
- Experience implementing technology tools for unique program and service needs, including evaluating and documenting business requirements from a multitude of perspectives.

Job Duties

- Directly manage existing programs and services related to AGRiP's core values of intelligence, best practices, and advocacy, including but not limited to:
 - Advisory Standards for Recognition
 - Financial Benchmarking Initiative
 - Compensation & Benefits Survey, Analysis and Report
 - AGRiP Residents
 - Cybrary
 - PR Toolkit
- Manage or perform all project-based work to deliver successful programs and services for AGRiP members. Coordinate and oversee internal and external resources allocated to assigned programs and services. Manage membership committees and/or workgroups associated with program and service assignments.
- Set short- and long-term program and service goals. Manage progress and activity toward goals, establish and manage to a project-based budget where appropriate. Identify, research and effectively implement technology-based tools and solutions in conjunction with assigned programs and services.
- Proactively identify opportunities to improve existing programs or services, and implement as approved. Conduct preliminary evaluations, identify requirements, outline all project steps, prepare cost estimates, and measure member need and interest for new efforts. Present findings and comprehensive recommendations to the Executive Director and/or Board of Directors.
- Recommend discontinuation of programs or services when appropriate and wind down initiatives appropriately when directed.
- Regularly monitor and report upon performance of all programs and services directly managed. Work cooperatively with the Membership Coordinator to develop and implement regular member satisfaction measures, reviewing programs and service outcomes to make comprehensive recommendations for changes or improvements.

Preferred Skills and Knowledge

- Knowledge of public entity pooling operations.
- Experience with local government and/or school operations.
- Familiarity with association management technology, hierarchy, reporting, and related tools.
- Familiarity with website and content management technology.

Other Requirements

- Periodic travel by car or air, and hotel stays, for periods up to five days at a time will be required. Travel is likely required at least four to six times annually.
- Ability to work a 40 hour work week with some weeks of extended work hours.
- The employee must be bondable.