



COMPASS MARK

SCIENCE-BASED ADDICTION PREVENTION

JOB ANNOUNCEMENT

JOB TITLE: Director of Programs
REPORTS TO: Executive Director
STATUS: Full-Time, Exempt
OPEN UNTIL: Position is Filled

Compass Mark is a non-profit organization founded in 1966 with a mission to prevent addiction through education, skill-building, and community mobilization. Serving Lancaster, Lebanon, and Chester Counties, Compass Mark provides a wide range of science-based prevention programs designed to guide and empower all people toward healthy, fulfilling lives free from addiction.

SUMMARY DESCRIPTION:

The Director of Programs is responsible for the strategic leadership and direction of Compass Mark's prevention programs in the schools and community. As a senior leader in the organization, the Director of Programs oversees the development and management of all Compass Mark programs, ensuring that they are aligned with best practices in public health and education and are delivered with the highest level of quality. The Director of Programs supervises and directs program staff across three offices (Lancaster, Lebanon and Chester County, Pennsylvania) and serves a key external role in representing Compass Mark's programs to state, county, and community stakeholders.

PRIMARY RESPONSIBILITIES:

Strategic Program Development

- Research and identify community needs related to substance use, problem gambling, youth development, and other areas. In partnership with state and county stakeholders, guide and direct the ongoing community needs assessment process for prevention services.
- Lead the design and implementation of new programs across Compass Mark's service area in collaboration with program staff and funders. Ensure that innovations and best practices are incorporated into all programmatic activities.
- Develop annual work statements and funding proposals for each program with the support of program managers in each county office.
- Prepare and deliver engaging presentations on various topics related to public health and prevention, including substance use trends, evidence-based strategies, youth development, risk/protective factors, etc.
- Cultivate new and existing partnerships with schools, provider agencies, governmental entities, and other stakeholders to support expanded access and utilization of Compass Mark's prevention programs.

Program Management and Oversight

- Collaborate with the Leadership Team and program staff to ensure that all programs are aligned with the organization's strategic mission, vision and goals as directed by the Board and Executive Director.
- Effectively guide and direct programmatic activities based upon state and county contract requirements and evolving needs of the community.

- Serve as Compass Mark’s primary program liaison with various funding sources, including state and local government, private foundations, and local schools and organizations receiving purchased services.
- Assist in the development of the annual organizational budget alongside the Executive Director and Director of Finance.
- Oversee the fiscal monitoring of all program budgets throughout the year to ensure effective and compliant use of grant and contract funds.

Quality Assurance and Evaluation

- Oversee the ongoing review and monitoring of work statements, performance metrics and outcomes for each program. Perform regular audits of performance metrics tools with respective program staff.
- Lead the process of creating and submitting monthly and annual program reports to each county funding source and other program stakeholders.
- Review and update organizational and program-specific policies and procedures to ensure compliance with federal, state, and local requirements.
- Promote programmatic excellence through the development and implementation of innovative performance and quality control measures. Create and implement survey, monitoring, and evaluation tools as necessary.
- Provide detailed program reports to the Board of Directors during their regular meetings. Support the facilitation of periodic Program Committee meetings in collaboration with the Executive Director.

Staff Development

- Supervise all assigned program staff and their corresponding projects and deliverables, ensuring that staff have adequate resources and support to achieve program goals. Conduct an annual performance appraisal with all assigned program staff.
- Effectively engage staff to achieve goals through open communication, utilization of team-based approaches, and fostering a culture of high trust and accountability.
- Direct the development of timely programmatic updates across all programs to ensure cross-pollination of ideas, knowledge-building, and resource sharing. Provide appropriate mentorship and professional development opportunities to assigned staff.

REQUIRED QUALIFICATIONS

Education, Experience & Skills:

- Bachelor’s degree in Education, Social Work, Public Health/Public Administration, Addictions or Behavioral Health Counseling, Psychology, Community Health, or related field is required. Master’s degree is strongly preferred.
- Minimum of five years of management experience (including direct supervision of staff) in a public or non-profit organization is required. More than five years of management experience is strongly preferred.
- Direct experience implementing prevention, public health, or school and community-based education programs is preferred.
- Outstanding communication skills, both verbal and written, including the ability to deliver presentations that engage and inspire diverse audiences.
- Proven leadership skills and management experience, including the ability to build strong team performance and effectively coach/mentor staff.
- Demonstrated success in the development of new programs and effective management of contracts, program deliverables, and outcomes.
- Knowledge of various program evaluation methods and experience utilizing data analysis tools.

- Demonstrated understanding of current and emerging public health issues, specifically related to substance use, addiction, and mental health.
- Experience working directly with community leaders, board members, and government officials.
- Proficient with Microsoft Office applications, including Word, Excel, Outlook, and Powerpoint.
- Excellent organizational skills with ability to manage short term and long-term plans and goals.
- Demonstrated leadership and vision in setting priorities and guiding investment in people, systems, and organizational culture.
- Ability to communicate effectively and build trust with a diverse group of both internal and external stakeholders.

Qualities: Self-motivated and able to effectively balance multiple and competing priorities. Creative problem solver with capability to make clear, rational, and fair decisions. Superior intellectual curiosity including the ability to view old problems with new perspectives. Commitment to working in a diverse environment utilizing collaborative and team-oriented approaches. Flexibility and ability to adapt approaches when needed. Commitment to high professional ethical standards.

Language & Reasoning: Ability to read, analyze, and interpret information. Ability to communicate clearly and effectively, including being able to create written reports and respond to questions. Ability to solve practical problems and interpret a variety of instructions in written and oral form.

Travel: Must have access to reliable transportation and be able to travel to meetings in Lancaster, Lebanon, and Chester County, Pennsylvania. Must also possess a valid driver's license and required vehicle insurance.

Work Environment and Physical Demands: Frequently required to stand, walk, sit and reach with hands and arms. Must be able to move about the office to access files and equipment, and operate a telephone, mouse, and keyboard. Must be able to occasionally lift and/or move up to 25 pounds. Other abilities required by this job include the ability to adjust focus, concentrate for extended periods of time, and talk and hear. The noise level in the work environment is usually moderate.

EMPLOYEE BENEFITS

Compass Mark offers a competitive benefit package for all full-time employees which currently includes health insurance (Compass Mark pays 90% of employee medical premium), term life insurance, paid time off, paid holidays, tuition reimbursement / educational assistance, a generous 401k retirement plan, and other benefits.

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regard to race, color, religion, genetic information, national origin, sex, pregnancy, childbirth, or related medical conditions, age, disability, citizenship status, uniform service member status, sexual orientation, familial status, gender and gender identity, and any other protected class under federal, state, or local law.

Compass Mark values diversity and desires applications from diverse individuals.

TO APPLY

Email a cover letter and resumé to Hannah Gibson, hgibson@compassmark.org, or mail to: Compass Mark, 1891 Santa Barbara Drive Suite 104, Lancaster, PA 17601. No phone calls, please.