



Title: Associate State Program Director

Reports to: State Program Director

Direct report (s) include: Interns/Volunteers/Coordinators

Status: Full-time; Exempt

Duties and Responsibilities:

The Associate State Program Director leads the execution of the mission delivery programs and services for PBT across the state of Texas. The Associate State Program Director is responsible for implementing key strategies to increase and expand PBT programs and services in assigned markets across the state. The Associate State Program Director will manage the volunteer program to deliver services, manage data collection related to programs and services, support educational communications program, lead the delivery of education to both the public and healthcare providers, and nurture and manage key relationships in assigned markets. He/she works within the guidelines, policies, and mission of the organization and will be accountable and responsible in reporting to the Senior Leadership of PBT.

Mission Program Delivery:

- Execute and manage mission programs and services in assigned markets across the state.
- Ensure consistency of quality, accountability and high standards of delivery in all mission programs and services - both client support and education.
- Partner with State Program Director to ensure consistent and meaningful evaluation of all programs and services is carried out to assess their impact and success and to make needed changes and improvements as indicated.
- Partner with State Program Director for ensuring all contracts, grants and mission program commitments are executed.
- Compile, maintain and report on the monthly, quarterly and annual program statistics.
- Collect and report data monthly from partners. Analyze trends and make recommendations to Mission Delivery Leadership for improvement.
- Implement and evaluate recruitment strategies to expand the number of clients participating in programs and receiving services.
- Responsible for working with Program team to track and execute grant deliverables.

- Maintain all client files and documentation in an appropriate and accountable manner according to established standards.
- Maintain accurate and complete statistical records for all programs and services.
- Deliver training, certification and education in assigned markets across the state.
- Nurture and manage strategic partnerships in assigned markets.

Resource Development/Volunteer Management:

- Engage and develop volunteer base to ensure successful and consistent recruitment and retainment of volunteers.
- Implement and manage all activities related to the Mission Delivery volunteer program.
- Develop, implement and evaluate recruitment strategies to expand the number of volunteers to support the program.
- Manages Internship program throughout the year for mission delivery program.

Community Engagement:

- Promote and connect the public to the mission of Prevent Blindness Texas across the state.
- Manage community engagement events to expand service delivery and program exposure.

Communications:

- Supports the VP of Programs and Community Outreach in development and dissemination of educational and organizational learnings with a broad range of audiences.
- Supports VP of Programs in providing information on all different social media channels.
- Supports mission content development for PBT website.

Other Duties:

- To participate on key volunteer committees as appropriate.
- To participate actively as an agency representative in collaborative partner networks and in related community activities.
- Perform other duties as required by Senior Leadership.

Qualifications:

- Bachelor's Degree in related fields
- 3+ years program management experience
- Public health and promotion experience

- Data collection and analysis experience
- 3+ years volunteer management experience
- Excellent communication skills, both written and verbal
- 5+ years non-profit management experience preferred
- Bilingual preferred
- Highly organized
- Must be able to work some weekend and evenings
- Ability to work independently and as part of a team
- Ability to travel as required

Please send resume and cover letter to msaenz@preventblindnesstexas.org. No phone calls, please.