



**Title:** State Program Director

**Reports to:** VP of Programs and Community Outreach

**Direct report (s) include:** Program team members as assigned.

**Status:** Full-time; Exempt

**Duties and Responsibilities:**

The State Program Director leads the expansion of mission delivery programs and services for PBT across Texas. The State Program Director, in partnership with the VP of Programs, is responsible for developing and implementing key strategies to build the mission delivery volunteer program, expand community presence, identify and penetrate new markets, expand current services in existing markets, grants management, develop strategic partners, and evaluate impact. 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:**

- Work with the VP of Programs and Community Outreach to set direction for delivery of mission programs in assigned market areas across the state.
- Lead strategic market expansion in assigned areas.
- Identify and build strategic provider relationships.
- Identify and build strategic community partnerships.
- Work with PBT Leadership to build and support vision collaboratives across the state.
- Build provider and corporate engagement and education.
- Assist in the development of the necessary systems, processes, and tools to better support the facilitation, collection, and sharing of knowledge that is generated by the programs.
- Analyze trends in the program, identifying issues and developing and recommending solutions to the VP of Programs and Community Outreach.
- Develop, implement and evaluate recruitment strategies to expand the number of clients participating in the program.
- Ensure consistency of quality, accountability and high standards in all programs and services - both client support and education. This includes providing training for staff and developing procedures, models and comprehensive frameworks of delivery.
- Evaluate outputs, outcomes, and long-term impact of PBT programs and services.
- Ensure Program staff maintain all client files and documentation in an appropriate and accountable manner according to established standards.
- Manages team to maintain accurate and complete statistical records for all programs and services, providing the development and communications team with comprehensive details on programs offered.

**Resource Development/Volunteer Management:**

- Manages team to engages and develop volunteer base to ensure successful and consistent recruitment and retainment of volunteers in assigned market areas.
- Manages team to develop, implement and evaluate recruitment strategies to expand the number of volunteers to support the program.
- Partner with Development Team on grant writing, including prospect research, proposal preparation, grant reports, site visits, and relationship building with funders.
- Partner with Development team in grant writing and grants management.

**Community Engagement:**

- Serves as voice of PBT and expert in Mission Delivery programs across the state.
- Lead strategic partnership development, including identifying and fostering mission delivery partners.
- Manages team to implement community outreach programs targeted to specific audiences and stakeholders that will increase awareness of PBT's achievements, challenges and priorities through community meetings, symposiums, events and other means of communications.

Perform other duties as required by the VP of Programs and Community Outreach or his/her designee.

**Qualifications:**

- Master's degree preferred but experience with a Bachelor's Degree in related fields will be considered.
- 5+ years in public health and program management.
- 5+ years demonstrated grant writing and management success.
- 5+ years non-profit management experience preferred.
- Program evaluation experience preferred.
- Experience working in public and private schools.
- Strong communications skills, both written and verbal.
- Public speaking experience.
- Highly organized.
- Bilingual preferred.
- 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](mailto:msaenz@preventblindnesstexas.org). No phone calls, please.