



JOB ANNOUNCEMENT: DIRECTOR OF PROGRAM OPERATIONS

Wu Yee Children's Services is a non-profit family and children's services agency founded in 1977. Our mission is to create opportunities for children to be healthy, for families to thrive, and for communities be strong.

DUTIES AND RESPONSIBILITIES:

- Participate in and support the growth and development of existing programs and projects
- Connect program functions and operations across the agency and between programs and Wu Yee administration
- Periodically review programmatic systems to identify opportunities for greater efficiency, effectiveness and ease
- Serve as the staff liaison to the Program Committee of the Board of Directors
- Develop and implement statistical and/or other indicators to evaluate program and organizational performance
- Coordinate and lead Program Leadership Team (managers across the agency programs) meetings
- Work closely with the Executive Director and Director of Finance in planning and organizational development discussions
- Support the development of programmatic operating plans, programmatic policies and procedures, and systems across all program options
- Work in conjunction with Executive Director and Management Team to oversee the conversion of goals into specific work plans and to track progress towards meeting goals identified in the Strategic Plan
- Provide leadership to carry forth the agency's vision, philosophy, direction, and guidance to the agency and its related program areas
- Represent Wu Yee Children's Services in a positive and constructive manner in all dealings with staff, government officials, funders, the public, and in all public forums
- Develop appropriate strategies for overcoming barriers to program improvement based on monitoring results, monthly reports, staff, participant, community and parent input

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- BA Education, Early Childhood, Special Education, or related degree AND a minimum 10 years experience in the child development/social services field. Additionally, Minimum 5 years direct management experience in progressively more complex programs and systems required
- A catalyst with vision who can create excitement and energy around the programs and encourage others to support the organization; persuasive, persistent, and determined in the pursuit of program quality and excellence
- Demonstrated ability to work effectively with and quickly gain the respect and support of various constituencies, including staff members, funders, internal and external partners
- A team builder with strong skills in management and leadership; must understand the subtleties of motivating and directing a diverse group of personalities
- A track record as an effective communicator; highly skilled in writing, speaking, and presenting; ability to communicate the department's mission and interests to varied audiences internally and externally
- Strategic planner who is adept at prioritizing, organizing and following through; able to balance multiple competing priorities; encourages outside-the-box thinking and values seeking the opinions of others
- One who shares information readily, listens as well as gives advice and respects the abilities of others; diplomatic
- Energetic and willing to work hands-on in developing and executing a variety of program needs ranging from the day-to-day to the highly creative and visible
- Ability to analyze, draw conclusions and apply information from various data sources (spreadsheets, reports, databases) to strengthen knowledge and implementation of the department programs
- Demonstrated success in leading and managing a number of complex programs with multiple funders
- Ability to understand, prepare and monitor complex funding sources and budgets
- Ability to develop, implement, monitor and evaluate systems
- Committed to and enthusiastic about agency mission and programs and the communities they serve
- Significant external (government and CBO) contact and meetings; Knowledge of child development programs, issues and funding, particularly in the San Francisco Bay Area and the State of California
- Deep understanding of the child development field, preferably from a variety of perspectives
- Experience working with government agencies, private funders and programs
- Strong computer skills in Microsoft Office Suite and Web

COMPENSATION AND BENEFITS:

Salary depending on experience plus 18 PTO days, full cafeteria plan for health, dental and numerous other benefits

APPLICATION PROCESS:

Send resume w/ cover letter to: Wu Yee Children's Services, 706 Mission St., 6th Floor, San Francisco, CA 94133, Attn: Human Resources or fax to (415) 543-1618. E-mail: humanresources@wuyee.org. Immediate opening until filled. Head Start/Early Head Start Parents will be given preference for which they qualify; please note this in your cover letter. Wu Yee is an equal opportunity employer.