

Program Director-GL

Job Synopsis

The Program Director will be responsible for the direction and oversight of MCC Great Lakes Programs. This position is expected to connect with constituent churches and groups, as well as partner organizations, to work together and advance the mission of MCC. This position also explores ways to further develop relationships between program staff and partnerships within the Great Lakes region to reflect the commitment to diverse constituent churches.

% of Travel: 30%

Supervisor: Executive Director

FTE: 1

Qualifications:

- Bachelors degree (in Social Sciences or related area) required
- 1-3 years of experience in management, supervision, budgeting, and strategic planning
- Experience in addressing the root causes of oppression, including poverty, sexism, systemic racism and militarism; experience with Restorative Justice; experience in bridging theological and ethnic difference with sensitivity and respect; experience in written communications and public speaking; and experience in utilizing good interpersonal skills (ability to listen and share with sensitivity, tact, humor and humility) required
- Computer proficiency in the use of internet, e-mail and MS Office
- Ability to utilize a variety of leadership styles; adaptability to varying needs and personalities of MCC personnel and partners
- Skilled at organizing and prioritizing work; leadership and management skills in the following areas: listening, dialogue, writing, abstract thinking, developing and communicating a vision, working towards consensus decisions, and financial and personnel management
- Experience and/or training in broad-based community organizing
- Ability to take initiative and work effectively with minimum supervision
- Previous experience in making well-informed, effective and timely decisions, taking into consideration impact and implications within local and regional context
- Ability and interest to represent MCC and priority concerns like Christian peacemaking to congregations and interested groups
- Demonstrated understanding of Anabaptist perspectives and diverse constituent groups
- Fluency in written/oral English language essential
- Second language of Spanish preferred

Key Responsibilities

Contact/Relationships

This position facilitates contact among MCC Great Lakes program staff, constituents, churches, staff, and partner agencies. Excellent oral and written communication skills are needed in English and preferably in Spanish. Knowledge of and public speaking about MCC are essential. The ability to forge relationships and obtain agreements with partners is required.

Supervision

Direct and supportive supervision of 4-5 Program staff members. This includes preparing performance appraisals, delegating/assigning work flow and general team problem solving for the Great Lakes team. The Program Director should have a general knowledge of policies and is usually the first contact for policy-related questions. Program Director will supervise four program staff: the Peace & Justice Coordinator, Material Resources Coordinator, Young Adult Coordinator and the Chicago Program Coordinator.

Additionally, the Program Director will relate closely to personnel in Appalachia and may assume a supervisory role for those personnel in the future.

Complexity/Competencies

The duties for this position require creativity, innovation and resourcefulness. Developing programs, preparing annual budgets and scheduling events are major responsibilities. Excellent oral and written communication skills are essential. Frequent public speaking to constituents, non-constituents and regular board presentations are expected. Sound judgment and reasonable discretion are needed. The successful applicant will be skilled in visioning, conflict resolution, facilitation and leadership development. The Program Director will lead efforts to partner with congregations and non-profit organizations to meet program goals, through grants and other avenues. This person will be responsible for strategic planning, monitoring results, and developing ongoing efforts. The candidate will be expected to use tools, policies and procedures provided by the broader MCC system for Planning, Monitoring and Evaluation of programs.

Independent Action

The person needs to be a self-starter, self-motivator and leader able to work independently, yet ready to collaborate and work as a team player. The Program Director will serve as part of a Great Lakes Leadership Team which includes the Executive Director and the Donor Relations Director.

End Result

The Program Director leads programs in MCC Great Lakes and provides advice and support to MCC staff in direct program areas where constituency relations with diverse constituents may be strengthened. Decisions are made in consultation with Great Lakes Executive Director and/or Great Lakes Leadership Team, with input from local partners. The candidate will navigate issues that may be controversial to some constituents, but fall within MCC strategic plan, and will need to discern how and where to respond and when constituent/staff requests do not fall within the mission or ability of MCC Great Lakes.

Major Responsibilities:

Team Leadership/Administration- 40%

Networking Activities - 20%

Program Development - 40%

Team Leadership/Administration - 40%

1. Shape and manage the program portion of the MCC Great Lakes strategic plan, in consultation with MCC Great Lakes Executive Director and MCC U.S. program staff.
2. Serve on the MCC Great Lakes Leadership Team.
3. Lead MCC Great Lakes Program team and supervise its staff. Work in connection with the Great Lakes Human Resources Coordinator and the Great Lakes Leadership Team in the selection and support of staff.
4. Supervise preparation of the annual budget, program plans, and annual work plans for program staff. Arrange logistical support for staff and annually complete evaluations of staff.
5. Encourage team building and spiritual growth among staff on the Great Lakes team.
6. Oversee program work related to material resources, young adult engagement (recruiting and relating to young adults in service positions), peace and justice, immigration, and combating racism and sexism.
7. Provide advice and support to MCC staff in MCC program areas where constituency relations with diverse constituents may be strengthened.
8. Keep in close contact with the MCC Great Lakes Donor Relations Director and other MCC Great Lakes staff to ensure alignment of program work with constituent and supporting church interests.

9. Assist in the development of an annual plan for MCC staff representation at events of Great Lakes constituent groups.

Network Collaboration - 20%

1. Actively participate (or coordinate MCC Great Lakes staff participation) in MCC program networks, including the program areas of Material Resources, Summer Service, Anti-oppression, Immigration, and Dismantling the Doctrine of Discovery.
2. Act as a local resource and contact for program activities in Great Lakes.
3. Promote MCC programs and resources with the Great Lakes constituency, including the encouragement to utilize MCC resource people and materials.
4. Broadly represent all aspects of MCC through speaking assignments in constituent churches, schools, universities and other interested groups within MCC Great Lakes as requested.
5. Represent MCC at conferences as appropriate and feasible.

Program Development -40%

1. Develop and strengthen programs related to the vision and directives of the MCC Great Lakes strategic plan.
2. Identify potential partners in ministry that address the vision and directives of the MCC Great Lakes strategic plan (including areas such as immigration and welcoming the stranger, reducing gun violence, prison and restorative justice issues, peacemaking, and combating racism and sexism).
3. Facilitate MCC walking with local partners in Chicago, Detroit, Appalachia and other parts of our region.
4. Coordinate Memoranda of Understanding (MOUs) and lead planning, monitoring, and evaluation (PME) for work with partners.
5. Help congregations assess community needs, program opportunities and resources.
6. Explore ways to further develop partnerships to provide more service opportunities/activities for youth, diverse ethnic and racial groups in the MCC constituency.
7. Other duties as assign