

Program Director Role:

The IM ABLE Foundation, a nonprofit organization that is widely recognized as a leader in the inclusive adaptive fitness industry for the past 15 years, is growing. We are looking for an experienced Program Director to join the team.

Reporting to the COO, the Program Director will be responsible for the operational success of the portfolio of IM ABLE Foundation Programs and Events. In this role, you will be responsible for not only the day-to-day activities and supporting the overall management, success, and growth of the Programming and events, but also for their strategic direction.

What You'll Get To Do:

- Join an amazing, collaborative team who are passionate about what they do.
- Help an amazing community of individuals with physical, cognitive, and behavioral challenges to live a more active life.
- Utilize your knowledge and experience to make an impact on the future of the Foundation and its community.

Programming & Events:

- Oversee and manage the day-to-day Programs, activities, volunteers, event planning and management and reporting of the Foundations Programming and Events portfolio.
- Evaluate and assess the current Programming model and develop plans to address short term challenges and long-term sustainability.
- Develop and utilize technology, processes, and systems to collect and organize information, improve reporting and compliance, facilitate outreach communications, and measure the performance of the programs.
- Design, implement and manage unique programming that supports the Foundation's goals, mission, vision, and values.
- Develop and monitor the programming budget to meet fiscal objectives.
- Coordinate use of facilities for program activities and events.
- Support the day-to-day management and reporting needs of grant funded projects.
- Assists in the marketing and distribution of program information and collaborate on ways to improve marketing strategies.
- Identify opportunities to innovate and iterate to continuously improve on processes, procedures, and policies.
- Work with the Development Director to implement a fundraising and development strategy to identify potential donors or funding sources and conduct outreach initiatives. May assist in the development of grant applications or proposals, securing sponsorships and in business development activities.
- Meet regularly with team members to provide program updates, elevate, and solve problems or risks to the program, and strategize on program goals.
- Develop, manage, and oversee all reporting requirements and deliverables, including weekly, monthly, and quarterly reports regarding enrollment, participation and outcomes and other key metrics.
- Participate in Board Program Committee meetings.

Volunteer Management:

- Develop and manage volunteer compliance requirements, reporting and implement processes that support consistency and transparency.
- Lead volunteer onboarding, orientation and training so all understand program policies and procedures.
- Collaborate with partner organizations and colleges to facilitate interns' participation.

Who We're Looking For:

We are looking for a person who has previous experience not only managing programming, events and volunteers but also someone who has built and scaled a programming model. This person is data driven and can develop systems and processes to collect and use data in a meaningful way to enhance programming effectiveness, efficiency and outcomes. The ideal candidate understands compliance, marketing, reporting, and fundraising. This person would be adaptable, collaborative, creative and be driven to make a difference.

Work Environment & Physical Demands:

This role will be a mix of working from home, at the facility where most of the programming occurs and off-site for events and other program related activities.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations (depending upon the programs).

Travel:

Local travel is required to support off-site programs, events, and activities as well as team meetings.

Qualifications & Core Competencies:

The IM ABLE Foundation hires great people from a wide variety of backgrounds because it makes our organization stronger. Research shows that individuals only apply to jobs if they meet all the qualifications. We know there are great candidates who might not check all the boxes and possess important skills we haven't thought of. If that's you, apply and tell us about yourself.

Required:

- A Bachelor's degree in related field or equivalent.
 - 5 years of experience in a leadership type role with responsibility for Program performance.
 - Demonstrated success developing and evaluating programming models and selecting and successfully operationalizing innovative programs.
 - Proficient in using technology as a management reporting tool and experience working with staff to develop and implement program evaluation systems.
 - Ability to think strategically while managing daily.
 - Excellent verbal and written communication skills with exceptional attention to details
 - Strong project and people management skills.
 - Strong interpersonal skills and demonstrated success in managing professional relationships with partners, customers, and constituents.
 - Ability to relate effectively to diverse groups of people of all abilities and from all social and economic segments of the community.
-

- Experience leading and managing multiple Programs and built and managed a small team.
- Passion for ensuring all the “trains” are running on time and in the same direction.
- Dedication to working across teams and perspectives towards shared goals and outcomes.
- Comfort and experience working with technology, software applications such as Microsoft 365, SharePoint, Outlook, etc.
- Ability to solicit, receive and grow from both positive and adjusting feedback.
- Commitment to teamwork and collaboration with colleagues from diverse backgrounds
- Outstanding communication skills and ability to advocate for your point of view and to influence others.
- Excellent time management skills and ability to prioritize competing priorities in ways that advance high quality outcomes.
- Complete and pass the PA Child Abuse background check, FBI and PA Criminal Background Checks.
- Personal qualities of integrity, credibility, and a commitment to and passion for the IM ABLE Foundation’s mission.

Preferred:

- Master’s degree preferred.
- Experience in hiring, recruiting, managing, developing, coaching, and retaining individuals and teams, empowering them to elevate their levels of responsibility, span-of-control, and performance.

What We Offer:

- A competitive salary
- 2 weeks of paid time off
- Flex schedule (minimum of 40 hours per week)
- Professional growth and development opportunities
- Hybrid work model
- Opportunity to have an impact on a person’s quality of life.
- Great work environment, supportive culture and engaged leadership.

Salary Range:

\$55k to 65K

Submitting Your Application:

Interested candidates are encouraged to promptly submit their resume and a cover letter to info@imablefoundation.org All applicants will receive a response to their application within two weeks of submission. We aim to have our new Program Director begin working with us by the Fall of 2023. Please email info@imablefoundation.org with questions or for support submitting your application.

Equal Opportunity Statement:

The IM ABLE Foundation is an Equal Opportunity Employer. We consider applications for all positions, without regard to age, race, color, ethnicity, national origin, ancestry, creed, religion, gender, gender identity or expression, sexual orientation, citizenship, physical or mental disability, medical condition, genetic information, marital status, veteran status, military status, or any other characteristic protected by applicable law.

The IM ABLE Foundation is committed to ensuring individuals with disabilities receive the accommodations required for them to interview for a position on our team. Should you require accommodations, please contact alex@imablefoundation.org
