

**PARTNERS FOR PROGRESS IN DELTA  
PROGRAM DIRECTOR  
JOB DESCRIPTION**

The Partners for Progress in Delta Program Director is contracted to provide management oversight and public relations services to work with the individual Partner organizations – Alaska Works Partnership, Delta/ Greely School District, UAF Community and Technical College and UAF Cooperative Extension Service-to accomplish the mission and goals and objectives of the organization. Specifically, Partners for Progress in Delta, Inc. aims to help build Alaska's workforce through the delivery of vocational and career advancement training and education programs. The Program Director will provide organizational and grant management oversight, as well as public relations and development services as outlined below, but not limited to:

**Essential job duties will include:**

- Functioning as the lead for development, marketing, communications and organizational development of the Partners for Progress in Delta, Inc.
- Coordination, oversight and management of the organization's state/federal grants and private funding development and reporting requirements and corporation paperwork.
- Help guide the policies and procedures required for long-term stability of the nonprofit.
- Providing support for the board and implementation of the work directed by the board.

**Examples of Specific Job Duties:**

Public Relations:

- Oversee media relations, publicity needs, and serves as the primary contact for media inquiries as they relate to organizational and program activities;
- Represent the nonprofit as needed at meetings and other venues, as appropriate;
- Produce-write, edit and arrange for printing-the newsletter and any other publications, as needed;
- Develop essential "talking points" and key messages for the expansion project through review of existing materials, research and meetings as appropriate;
- Develop strategies for the consistent use and communication of key messages to accomplish objectives and recommend appropriate supporting collateral, talking points and other related presentation material.

Budget/Finance:

- Assisting the board with forecasting operational and capital expenses as needed;
- Create TVEP budget for board approval;
- Serve as the primary point of contact for the IRS, state agencies, other agencies and organizations regarding questions about the PPD budget and finances;
- Budget for advertising, print production, marketing, fund-raising and related outreach activities;
- Work with the board to identify and recommend program and funding opportunities, both grant and private, to develop year-round program education and training opportunities consistent with the goals and objectives of the organization;
- Work closely with corporation accountant to manage the PPD budget, prepare regular P&L statements, the IRS 990 tax form and any other financial reports. In addition work with the designated accounting firm to prepare the required annual financial review;

#### PPD/Board:

- Help develop and implement board directed policies and procedures for programs;
- Facilitate and produce a regular strategic planning process, in coordination with the board;
- Strategize and recommend actions to position the PPD and its work at the DCAC to ensure organizational sustainability;
- Prepare agendas and produce necessary backup for board meetings, including preparation of minutes;
- With Partners and board members, identify targeted audiences and meet with them as appropriate to share information and advance the case for the expansion project as a viable and valuable workforce development facility to meet Regional Training Center objectives;

#### Administration:

- Carry out corporate administrative aspects of the Partners for Progress in Delta, Inc.;
- Develop proposals and PPD correspondence on behalf of the board and/ or organization;
- Recommend, arrange, evaluate and manage contracted services/vendors as appropriate, monitor performance per scope of work and contractual agreements, and ensure they meet all performance requirements; such as accounting and legal as appropriate;
- Work closely with statewide career/ technical centers as appropriate to help shape statewide policies for career/ technical regional development as guided by board vision for PPD;

#### Grants/Reporting:

- Responsible for all aspects of TVEP submission to Department of Labor, including production all DOL required reports associated with the TVEP annual grant and any other state grants, through timely and accurate reporting;
- Meet Department of Labor deadlines for the submission of all required reports and requests for information such as quarterly narrative and financial reporting documents;
- Implement, monitor and ensure compliance with grant requirements and federal and state regulations for the nonprofit corporation;
- Develop and oversee an accurate system for tracking, documentation, and reporting of workforce training success as required by Alaska Department of Labor and Workforce Development and other funders;
- Review existing documents to ensure PPD is in compliance with all state and federal requirements to meet its tax exempt status and be a nonprofit corporation in good standing;
- Arrange for required insurance as outlined in DOL grant documents by preparing appropriate applications as needed;