

Aid to Distressed Families of Appalachian Counties

Job Title: *Director of Programs*



Status	Reports To	Classification	Salary Range	Last Updated
35 hours/week 1820 hours/year	Executive Director	Exempt	Salary is determined per the ADFAC Salary Progression Plan subject to negotiation dependent on experience and education.	March 2026

The Director of Programs is primarily responsible for the day to day management of all ADFAC client services programs (HAP, AHP and SSP) to include: staff management, leadership in maintaining financial stability for the programs, partnership development with other service providers, and assisting the Executive Director and Board of Directors as needed.

Preferred Experience & Qualifications:

- Experience: Minimum of five 5 years in nonprofit management, staff supervision, social work, grant coordination/oversight or related field.
- Education: Bachelor's degree or advanced degree or similar equivalent education, training or certification in related field. BSW, MSW preferred.
- Proficiency in Microsoft software products.
- A strong sense of discretion, confidentiality and an ethic of service.
- Excellent communication skills with the ability to interact with volunteers, staff, donors and the community.

Primary Responsibilities:

- Manage all program staff to accomplish the mission of the organization. This includes hiring, onboarding, and training of programmatic staff, supervision, delegation of responsibilities, completion of necessary tasks, and facilitation of clear and open communications as well as job performance reviews every other year.
- Manage all program budgets which requires monitoring 30+ funding sources. This includes submitting all reports and funding requirements in a timely manner.
- Provide leadership and involvement in public relations and education within our community & regionally to increase communications, education, and funding from various sources. This includes interfacing with community resources such as churches, social services agencies, schools, housing providers, utility companies, community leaders, and membership or partner organizations.
- Serve as lead role in maintaining and increasing funding for all client service programs, working closely with the Executive Director, Development Director and other appropriate staff and volunteers.
- Work closely with the Executive Director and other staff to accomplish the goals of the organization.
- Work closely with the Finance Bookkeeper, Board Treasurer and Executive Director, to assist with budget preparation and oversight, required program related reporting and paperwork for the annual audit.
- Attend ADFAC Board of Director meetings, provide reporting and up to date program information.
- Serve as lead staff for the HAP, AHP & SSP Committees, engaging additional staff members.
- Other duties as assigned.

35 hours/week; ADFAC is closed on Fridays.

Salary range: \$42,000 - \$44,000 starting pay based on experience.

Applicants please submit resume to annie@adfac.org