



Angel of God Resource Center, Inc.

Position Title: Project Director

Reports to: Executive Officer

Position Summary

The Project Director is responsible for the overall planning, coordination, implementation, and evaluation of assigned programs and projects. This position provides leadership to staff, oversees project goals and timelines, monitors budgets and compliance requirements, and ensures high-quality service delivery to participants, families, and community partners.

The Project Director works closely with leadership to develop strategies that support organizational growth, strengthen program outcomes, and ensure that projects are completed efficiently and effectively.

Duties and Responsibilities: Within the scope of agency policies and procedures, this position:

- Provide leadership and oversight for assigned programs, projects, and staff.
- Develop project plans, timelines, goals, and measurable outcomes.
- Ensure site projects are implemented according to contracts and grant requirements, funding guidelines, and organizational policies.
- Monitor project budgets, expenditures, and resource allocation.
- Prepare and submit reports, documentation, and performance data in a timely manner.
- Coordinate with internal departments, community partners, vendors, and stakeholders.
- Conduct staff meetings, trainings, and performance evaluations.
- Assist with hiring, onboarding, scheduling, and supervision of project staff.
- Monitor participant enrollment, service delivery, and program outcomes.
- Identify challenges and develop solutions to improve project performance.
- Ensure all files, records, and documentation are accurate, complete, and maintained in compliance with agency standards.
- Represent the organization at meetings, community events, and networking opportunities.
- Support grant writing, program development, and strategic planning efforts as needed.
- Maintain confidentiality of sensitive participant, staff, and organizational information.
- Perform other duties as assigned.

Qualifications

- Bachelor's degree in Business Administration, Public Administration, Human Services, Social Work, Project Management, or a related field preferred.
- Minimum of three to five years of experience in program management, project coordination, nonprofit administration, or a related field.
- Supervisory experience preferred.
- Experience working with grants, contracts, budgets, and compliance requirements.
- Strong leadership, organizational, and problem-solving skills.

- Excellent written, verbal, and interpersonal communication skills.
 - Ability to manage multiple projects and deadlines simultaneously.
 - Proficiency in Microsoft Office, including Word, Excel, Outlook, and PowerPoint.
 - Ability to work independently and collaboratively with staff, participants, and community partners.
 - Knowledge of project planning, program operations, and grant compliance.
 - Ability to analyze data and prepare reports.
 - Ability to maintain professionalism and confidentiality.
 - Strong attention to detail and follow-through.
 - Ability to lead teams and motivate staff.
 - Ability to adapt to changing priorities and organizational needs.
 - Office and community-based work environment.
 - May require occasional evening or weekend hours.
 - May require local travel to meetings, training sessions, and project sites.
 - Ability to sit, stand, walk, bend, and lift up to 20 pounds.
 - Ability to use a computer and other office equipment for extended periods.
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Equal Employment Opportunity & Trauma-Informed Commitment

Angel of God Resource Center, Inc. is an equal opportunity employer in accordance with the U.S. Equal Employment Opportunity Commission (EEOC) guidelines and does not discriminate on any legally protected basis.

We are a **trauma-informed organization** committed to understanding and responding to the effects of trauma. This commitment is reflected in our policies, practices, and interactions to ensure a safe, supportive, and respectful environment for all.
