



## Non-Profit Program Director Description

The Non-Profit Program Director manages the coordination of each program planned for A Brighter Day Outreach. The Program Director executes, designs, and coordinates each event and program. In addition, the Program Director will manage all volunteers for each event or program that supports the organization's mission, vision, and goals. Being a Non-Profit Program Director requires monitoring of the program operations for quality, efficiency, and effectiveness.

This Program Director role oversees the events and programs to help the nonprofit reach its stated annual goals for each event scheduled. As a Program Director, the responsibilities include maintaining the quality of the organization's programs and overseeing the program budget. The Program Director will also solicit sponsorship and donations via sending letters, online request and will coordinate all pick-up of each confirmed donation or sponsorship. This role will also complete any vendor registration, vendor coordination, Speakers, DJ, Griller/Cook, Venue, Venue layout, Decorations, Program/Schedule, Google Doc Form Registration, Data Collection forms, Facilities (if needed), order from Charlotte Toolbank, Give-Aways, obtain the Certificate of Liability, Call Multiplier Announcements, Contacting all Media (Radio/News Reporters/Podcasts/United Way) and Social Media Posting (3 times daily) on all platforms (Facebook, Instagram, Twitter, TikTok). **This individual is the point of contact for all efforts and is responsible for overseeing and being present for each event.** Planning in advance, at least 60-90 days in advance is required. A plan of action will need to be developed by the Program Director to share with the team prior to each event to level-set responsibilities. Also, the venue must be mapped out to show entire setup and placement of vendors, etc.

This individual must be people-oriented, focused, self-driven, motivating, energetic, organized, self-starter, organized, proficient with basic tools (i.e. Microsoft products, Google Docs & Forms, Zoom, Google Meets, Spreadsheet, Budgeting, etc.)



**Giveback Events:** Assist the Committee Lead with this event that occurs every 3<sup>rd</sup> Saturday of each month (setup at 8:30 AM), event is 10 AM EST – 1 PM EST.

**Special Program – Break Every Chain Program**

The Program Director will also lead the coordination of the Break Every Chain Program.

**Thomasboro Academy – On-Site Break Every Chain Program**

1. There will be 58 2<sup>nd</sup> Graders that we will coordinate a program to work with each child where we have volunteers committed to working with each child weekly on-site at Thomasboro Elementary School.
  - a. Books of Color
  - b. Mentoring
  - c. Reading Books
  - d. Deescalating Skills
  - e. Communication Skills
  - f. Managing our internal feelings

**The Hub – Break Every Chain Program (After-School & Weekends) – In Process**

1. Coordinate the redesign of the new space
2. Aid in the decorating process
3. Developing the schedule for mentors
4. Developing the sign-in/out of Youth
5. Screening of volunteers and mentors
6. Registering the Youth (Parental Consent)
7. Transportation Coordination
8. Food/Snack Schedule/Planning
9. Ordering Supplies for the Hub location for ABDO