

PathStone Corporation
Job Description



Title: Senior Director for Program Quality and Evaluation	Job Code: E11SRDPQE (Exempt)
Supervised by: Sr. Vice President of Direct Services	Base Salary: \$75,712 Hourly: \$36.40
Supervises:	Location: Kennett Square, PA

Summary Purpose for the Position:

Provides multi-state leadership and management of division quality and evaluation processes, including responsibility for development and documentation of internal planning, quality and evaluation processes; development, clarification and standardization of partnership agreements; planning, design, submission and launch of new or expanded Direct Services programs; and establishing internal controls to assure sound management and quality delivery of multiple programs and sites in Pennsylvania, New Jersey, and Virginia.

Requirements (Education, Experience, Certification, Knowledge, Skill):

Position requires extensive administrative, management and program experience as demonstrated through 6 to 8 years of combined training (Bachelor's Degree plus experience in organizational development, business management, human services and/or adult education/training). Other requirements include:

- Understanding of issues and trends impacting low wage workers and constituent populations
- Development, launch and monitoring of evidentiary program components and models
- Experience in translating diverse regulations and standards into quality processes and control points
- Grant writing experience and knowledge of significant developments and advances in the field
- Computer competencies with process mapping, database, spreadsheet and word processing

Position Responsibilities:

- Builds capacity and promotes accomplishments of division's services across locations and programs
- Builds capacity and promotes accomplishments of division's intra-agency collaborations
- Provides technical assistance to quality and program staff across division
- Fosters relationships to assess, implement, document and disseminate program best practices
- Identifies service gaps and develops solutions, including strengthening and/or diversifying funding
- Develops and implements tools and processes to improve service effectiveness for participants
- Develops and implements compliance monitoring per funder terms and conditions and other requirements
- Facilitates quality feedback from constituents and community assessments including caucuses
- Monitors evaluation processes to insure program and/or policy compliance.
- Provides training to increase capacity and effectiveness of program, staff and services.
- Develops and evaluates training and materials for use with staff, participants, board members and external groups. Reviews training programs and revises/develops new curricula with providers.
- Develops, initiates, and manages contractor/consultant performance, reporting, monitoring and evaluation processes.
- Conducts, integrates and transforms research into responses to requests for information and requests for proposals.
- Conducts information analyses, evaluates systems and formulates summary reports including Plans and Evaluations.
- Advocates for targeted populations at the institutional or national level.

Working Conditions/Environment:

Requires extensive exposure to computer video display screens, travel and stress related to deadlines and flexible work hours, including evenings and weekends.

Transportation Requirement: Position requires automobile, driver's license and insurance.

Last Updated:	Replaces:
Approved:	

Employee Signature:	Date:
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