



Job Title: Program Director
Type: Part Time
Location: Twin Cities, Minnesota
Deadline: 4/23/2010

Organization Summary

Through research, education, demonstration, and community-building, PRI Cold Climate catalyzes and fosters the creation of an abundant and restorative culture for living in northern temperate climates. PRI Cold Climate is a membership based organization with staff, volunteers and programs including Education and Outreach, Backyard Harvest, Research and Demonstration and the Collaborative.

Major Responsibilities

The Program Director oversees the coordination and administration of all aspects of an ongoing program including planning, organizing, staffing, leading, and maintaining oversight of program activities.

Planning and Organizing

- Plan the delivery of the overall program and its activities in accordance with the mission and the goals of the organization
- Develop new initiatives and long term goals to support the strategic direction of the organization
- Assist Executive Director in developing the annual budget and operating plan to support the programs
- Develop forms and records to document program activities
- Write reports on the program for management and for funders
- Communicate with funders as outlined in funding agreements
- Monitor and approve all budgeted program expenditures
- Manage all project funds according to established accounting policies and procedures
- Identify and evaluate risk and how to minimize risks associated with program activities
- Maintain oversight of website and program webpages
- Report evaluation findings to the Executive Director and recommend changes to enhance the program

Staffing and Leadership

- Recruit, interview and select well-qualified program staff
- Implement the human resources policies, procedures and practices of the organization
- Ensure that personnel files for the program are properly maintained and kept confidential
- Establish and implement a performance management process for all program staff
- Engage volunteers for appropriate program activities using established volunteer management practices
- Supervise program staff by providing direction, input and feedback
- Communicate stakeholders to gain community support for the program and to solicit input to improve the program
- Coordinate the delivery of services among different program activities to increase effectiveness and efficiency

Qualifications

- Bachelors degree preferred
- 3-5 years Non-profit experience and knowledge of the Twin Cities nonprofit community
- Computer skills in Microsoft Word, Excel, and PowerPoint required. Comfortable with database systems, social networking sites and Drupal knowledge a plus
- Ability to plan and coordinate complex projects; Excellent written and oral communication skills
- Excellent time management and organizational skills; ability to handle large and diverse workload
- Experience working with diverse cultures and communities a plus
- Demonstrated interpersonal skills—outgoing and able to interact with grant seekers, board members, donors, and staff from diverse backgrounds
- Ability to work independently and as a reliable member of a team
- Permaculture Design Course Certificate and permaculture experience is a plus, understanding of Permaculture principles a must

Salary and Benefits

Commensurate with experience. Position is part-time and does not come with healthcare nor retirement benefits. Some evening and weekend work required to monitor programs.

How to Apply

Please submit resume, cover letter, and references to Paula Westmoreland, PRI Cold Climate Executive Director, paula@pricoldclimate.org **by April 23rd, 2010.**