



### RTNI PROGRAMS DIRECTOR

Reporting to the Executive Director (ED), the Programs Director will be responsible for the operational success of RTNI ensuring seamless team management and development, program delivery, and quality control and evaluation. In this newly established role, the Programs Director will manage a growing number of staff and volunteers and will be focused on maximizing the benefits realized by the whole RTNI family (the youth and communities whom RTNI serves, volunteers, staff, interns, and the board) and to RTNI as an organization. Additionally, the Programs Director will be a key external face of RTNI within the communities RTNI serves and more broadly in the city.

Established in 2007, RTNI does life-on-life discipleship in hard places. Living in, loving, and partnering with the communities that we serve, RTNI has a strong youth and children's focus. Within Columbus, Ohio, RTNI's primary communities of focus are Milo-Grogan, Trevitt, and South Linden.

### REQUIREMENTS AND SKILLS

- At least 10 years of experience with a minimum of three years in a management role
- Proven experience as a program director or other managerial position
- Thorough understanding of project/program management techniques and methods
- Excellent knowledge of performance evaluation techniques and key metrics
- Strength in hiring, recruiting, managing, developing, coaching, and retaining individuals and teams, empowering them to elevate their levels of responsibility, span-of-control, and performance
- A business acumen with a strategic ability
- Excellent organizational and leadership skills
- An analytical mindset with great problem-solving abilities
- Excellent communication skills
- Working knowledge of MS office and Google Workspace
- BS/BA in management or a relevant field
- MS/MA in non-profit management, business, education, or a relevant field (a plus)
- Good knowledge of data analysis, reporting, and budgeting (a plus)
- Experience with Salesforce Nonprofit Success Pack (a plus)

# RESPONSIBILITIES

## Leadership

- Cultivate existing relationships with churches and partners with the goal of ensuring sufficient space and resources, and access to services.
- Develop and implement strategies that will maximize the synergies among program areas.
- Create and nurture effective communication within the organization.

## Team Management and Development

- Develop and implement a system to evaluate the skill, experience, and professional development needs of program staff and volunteers.
- Implement a professional development program to address employee experience and skill gaps.
- Work with staff to develop objective performance measurements across all sites, to ensure consistent, high-quality evaluation and goal setting for all employees and key volunteers.
- Instill a sense of accountability among team members by practicing regular oversight of individual and organization performance standards.
- Recruit and hire program staff, interns, and volunteers.
- Oversee training and orientation.
- Motivate and mentor as needed.

## Program Operational Management

- Translate vision & directive into program.
  - Initiate and set goals for programs according to the strategic objectives of the organization.
  - Enhance, develop, and implement RTNI's programs from start to finish, identifying processes, deadlines, and milestones.
- Develop, track, and report on consistent, objective key performance indicators (KPIs) to ensure adequate progress is made towards goals.

# NEXT STEPS

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