

## POSITION DESCRIPTION

<b>Title:</b>  Statewide Programs Director (CAPND)	<b>Date Prepared/Reviewed:</b> 9/13, 8/14, 5/16, 1/17, 7/19,4/20
<b>Reports to:</b>  Community Action Partnership of North Dakota Executive Director	<b>Supervises:</b>  N/A
<b>Purpose of your Position:</b> This position directs the existing programs of CAPND and develops resources to sustain and expand services for low- and moderate-income families and individuals. Direct responsibilities include, but may not be limited to, the oversight of the current Supportive Services for Veteran Families (SSVF) Program, Sportsmen Against Hunger (SAH), and poverty simulations. Additionally, the position is responsible for assisting the Executive Director with implementation of projects, activities and programs that meet the overall goals and objectives of the CAPND membership.	<b>Status:</b>  Non-Exempt

Below are the essential duties of this position. Other duties may be assigned as needed.

**ESSENTIAL DUTIES:**

1. Assist the Executive Director on a day-to-day basis in fulfillment of CAPND projects and activities.
2. Research and pursue potential funding opportunities. Prepare and submit grant proposals on behalf of the ND Community Action agencies. Timely preparations of grant applications.
3. Timely analysis, preparation and filing of all grant applications and reports.
4. Provide appropriate training and technical assistance to all appropriate parties, including subgrantees.
5. Evaluates and recommends improvement and changes to the appropriate program Policies and Procedures to the CAPND Board. Disseminates Policies and Procedures to appropriate staff, CAPND, and agency directors.
6. Management, monitoring, and marketing of all CAPND Programs.
7. Coordinates and maintains accurate records of processors and donors for the SAH program.
8. Identifying, marketing and assisting to secure additional program partners throughout state.
9. Keeping informed of research, trends and best practice methods for CAPND Programs.
10. Prepare, conduct, and facilitate poverty simulations to various organizations across the state.
11. Maintains maximum efficiency in use of time, materials, equipment, and vehicles.
12. Maintains a professional attitude towards the position, duties, and agencies.

**OTHER DUTIES:**

1. Assist with planning and coordinating CAPND Biennial Conference.

2. Frequent travel to other sites and/or program-related meetings.
3. Attends meetings and training sessions as needed.
4. Performs other duties as assigned or requested.

**Education/Training Required:**

- Four-year degree required
- Extensive computer skills

**Experience and Skills Required:**

To perform the duties of this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below outline the knowledge, skills, abilities, and competencies that are required in this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Two to five years of experience in human service field.
- Knowledge of program and grant management.
- Skill in grant writing, budget management and public relations and ability to apply these principles to job duties.
- Ability to create and present budgets.
- Skill in the operation of basic office equipment such as computer, copier, fax machine, 10-key calculator, etc.
- Ability to accurately account for budget funds.
- Skill in data computation, tabulation and computing. Knowledge of and ability to apply basic math and accounting to job duties.
- Ability to read, analyze, and interpret technical reports, documents, journals, and general business periodicals.
- Ability to communicate effectively with others both verbally and in writing.
- Ability to interact with others in a professional and appropriate manner.
- Ability to work effectively with a diverse group of individuals, including clients and co-workers, and to maintain effective working relationships with CAPND clients and staff.
- Ability to work independently under general direction of supervisor.
- Capable of reporting to work on time prepared to perform duties of the position and willingness to perform duties as workload necessitates.
- Ability to carry out the duties of this position while helping to fulfill CAPND's mission and while adhering to its policies procedures, and regulations.
- Must possess a valid driver's license and be able to travel independently. Must have access to a vehicle for travel.

The working conditions and environment and the physical requirements/activities listed below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Working Conditions and Environment:** While performing the duties of this position, the individual generally has good working conditions. The employee is often exposed to moderate noise from office equipment and co-workers.

**Physical Requirements/Activities:** While performing the duties of this position, the individual is regularly required to sit (50% of the workday), stand, walk, bend, carry, reach with hands and arms, use hands to finger, handle, feel, and use office equipment, and communicate (talk and hear). Occasionally, the employee is required to climb, balance, kneel, crouch, push, pull, lift, twist, and grip. Frequently, the employee is required to exert less than 10 pounds, and occasionally up to 25 pounds, of force to lift, carry, push, pull

or otherwise move objects, including the human body. Infrequently, the employee is required to exert up to 50 pounds of force to lift, carry, push, pull or otherwise move objects, including the human body. Specific vision ability required is close vision of 20 inches or less.

**The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all job duties performed by personnel in this position.**

**I have read and understand the above Position Description:**

**Employee Signature**

**Date**