



Position Description

Job Title:	Program Director
Location:	Thrive Allen County office; Iola, Kansas
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

Job Summary:

The Program Director is responsible for overseeing the organization, implementation, administration, promotion and evaluation of programs recommended or assigned by the Board of Directors, the Program Committee and the Executive Director of Thrive Allen County, Inc. This position is also responsible for strengthening relationships with other local agencies, schools, businesses, and individuals so that collaboration across organizations can ensure successful program outcomes. Further responsibilities include representing Thrive Allen County at all times, presenting programs at civic and other group meetings, participating in multi-agency coalition meetings and projects, and monitoring the internet for potential grant opportunities to support the sustainability of Thrive. The Program Director also sits on panels and presents at meetings and conferences as requested by grantors and Executive Director. This position encompasses a wide variety of tasks including, but not limited to, grant writing, program development and implementation, community outreach, and administrative tasks.

Specific Responsibilities:

Coordinates the implementation of evidence-based programs as requested by the Executive Director. Seeks to develop programs based on the Center for Disease Control and Prevention's Community Guide, with the intent of producing changes in policies, systems and environments, thus resulting in long-term health and wellness benefits to the citizens of Allen County.

Researches and prepares proposals for grants, particularly those Requests for Proposal involving tobacco, physical fitness and nutrition and chronic disease prevention. Regularly checks foundation and governmental websites to evaluate all RFP possibilities and shares them within Thrive and throughout the Thrive coalition network in Allen County. Writes proposals for relevant RFP's.

Performs maintenance on Thrive's program websites – Regularly posts updates to our SEK Meltdown and Allen County Meltdown websites. Works with webmaster to design user-friendly websites for programs.

Point of contact between Thrive Allen County, Thrive SEK and the community members of Southeast Kansas.

Performs various administrative and related duties as assigned.

Other duties as assigned.

Minimum Qualifications:

- A bachelor's degree or the equivalent combination of education, training, and experience from which comparable skills can be acquired;
- Ability to work well with others;
- Communicate effectively in both writing and speech;
- Training and experience with grant writing;
- Must be computer literate with experience in Microsoft Office Applications.