Director of Programs

FLSA Status: Full-Time, Exempt

Revision Date: August 2026

Reports to: Vice President of Operations

Work Environment: Hybrid, in office three times per week

Position Summary:

The Director of Programs is responsible for program leadership, quality, and outcomes across HCEF's K-8 and Teen Outreach programs and is accountable for the achievement of departmental goals and measurable program results. This role ensures children, youth, and families experiencing homelessness receive consistent, high-quality programming across HCEF's Continuum of Programming. The Director of Programs is responsible for developing and maintaining strategic relationships with school districts, community organizations, employer partners, and other partners that support program quality and growth. As a member of the Senior Leadership Team, the Director of Programs also contributes to organizational strategy and culture.

Key Responsibilities

Program Leadership

- Leads execution of program strategy for HCEF's K-8 and Teen Outreach programs, in alignment with strategic direction set by the VP of Operations and CEO
- Sets annual performance goals and KPIs for K-8 and Teen Outreach, monitors progress, identifies performance gaps, leads corrective action when needed, and ensures accountability for results
- Develops annual work plans across both program areas, ensuring activities and resource allocation reflect organizational priorities
- Uses program data to guide decision-making and shape program design across K-8 and Teen Outreach

Team Leadership & Supervision

- Directly supervises the Teen Outreach Program Manager and K-8 Manager, providing coaching, guidance, and performance management
- Ensures program quality and consistency across both Managers' teams
- Holds Managers accountable for their program outcomes and for coordination and alignment across the childhood-to-career continuum, ensuring smooth transitions for youth between programs

Partnerships & External Relations

- Represents HCEF's programs in community, school, and partner-agency settings, building understanding of and trust in HCEF's work
- Builds and sustains partnerships with school districts, community organizations, and other agencies serving children, youth, and families experiencing homelessness
- Leads the growth of employer partnerships supporting WFD programs (e.g., Teen CEO), in coordination with the VP of Operations and Development team where partnerships intersect with donor or funder relationships

Budget & Financial Oversight

- Reviews and consolidates program budgets across K-8 and Teen Outreach, ensuring alignment with organizational goals
- Monitors program spending on an ongoing basis, supporting Managers in staying on track and addressing variances as they arise, with regular budget review check-ins with the VP of Operations
- Builds financial literacy and confidence among program staff, helping Managers develop and manage their budgets effectively
- Reviews and approves program-related credit card charges and purchases

Organizational Leadership & Board Support

- As a member of HCEF's Senior Leadership Team, contributes to organization-wide strategy, culture, problem-solving, and achievement of HCEF's annual organizational goals
- Works alongside the VP of Operations on materials, data, updates, and outcomes presentations for Program Committee reports and board presentations
- Compiles and provides program statistics and data to support grant and subsidy applications
- Provides program-level input for organization-wide planning and decision-making

Education / Experience / Certifications:

- Bachelor's degree in Education, Social Work, Nonprofit Management, or related field preferred
- 7+ years of progressive experience in program leadership within youth services, education, or nonprofit settings
- Demonstrated experience supervising staff, including coaching and performance management
- Experience managing program budgets and working with financial data
- Experience building and maintaining partnerships with schools, community organizations, or government/social service agencies
- Experience working with populations experiencing homelessness or housing instability strongly preferred

Other Skills / Abilities:

- Strong supervisory and coaching skills; able to develop and hold managers accountable
- Ability to turn organizational priorities into clear, actionable work plans
- Comfortable using data to inform decision making and support outcomes tracking and reporting; experience with case management software (e.g. Apricot 360) a plus
- Strong written and verbal communication skills, including presenting to boards, partners and community stakeholders
- Skilled at building and managing relationships with school districts, employer partners, and community agencies
- Effective budget management, including monitoring spending, and supporting staff in planning
- Exercises sound independent judgement within program scope while collaborating closely with senior leadership

Why Join HCEF?

- Competitive salary and strong benefits, including 3% 401(k) match
- Exemplary benefits package reflecting our values of care and equity
- Hybrid work schedule that supports flexibility and work-life balance
- A mission-forward, growing organization where your work creates real change
- Leadership that invests in your growth and values your voice
- An opportunity to help elevate and expand our impact in the community.

Compensation:

- Salary: $80,000
- 3% 401(k) match
- Comprehensive, high-quality benefits package
- Hybrid work environment
- Professional development and leadership growth opportunities

To Apply

Submit your resume and a brief cover letter describing your interest in HCEF's mission and how your experience positions you to lead high impact initiatives, build powerful partnerships, and helps shape brighter futures to info@homelessfund.org.