skillpoint alliance

Director of Gateway Programming

Classification: **Exempt - Professional**
Supervisor: **Deputy Director**

Purpose of Position in Skillpoint Alliance

This position's primary purpose is to oversee **Gateway programming** in order to ensure smooth execution of program services, strengthen existing and develop new community and business partnerships to leverage resources, and oversee the strategic development and long-term sustainability of this division.

Position Description

Under supervision of the Deputy Director, the **Director of Gateway Programming** directly oversees all **Gateway** staff, ensures smooth execution and long-term sustainability of program services, works with other Skillpoint Alliance leadership to ensure appropriate Skillpoint Alliance organizational execution.

Responsibilities:

- Management and Oversight of Gateway Programs:
  - Work closely with program coordinators to ensure smooth program services at ACC campuses, and other designated locations.
  - Direct staff meetings as needed to provide strong communication between sites and among program staff.
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  - Trouble shoot any existing programmatic, service delivery or client-based problems or concerns along with Site Coordinators
  - Hire new **Gateway** staff
  - Conduct performance reviews on all **Gateway** Staff.
  - Visit locations on a regular basis.
  - Work with designated staff to ensure successful volunteer coordination
- Identify strategies for long-term sustainability:
  - Develop new Gateway programming including but not limited to logistical planning, fundraising and curriculum development
  - Recruit, manage and facilitate **Gateway** Business Advisory Councils for each Gateway program area.
  - Work with Deputy Director, Grants Coordinator, and other Skillpoint Alliance staff to identify funding opportunities.
  - Write reports to program funders as directed.
  - Write grant proposals in conjunction with the Grants Coordinator and Deputy Director to diversify funding sources.
  - Develop strategies for revenue generation as opportunities arise.
- Strengthen and cultivate new community-based organizations:
  - Attend community meetings with organizations sharing same service principles.
  - Attend business association meetings to recruit industry participation.
  - Communicate regularly with partners including ACC, Community Based organizations,
  - Work with Deputy Director to develop MOUs with new and existing partners to ensure strong working and sustainable working relationships.
  - Identify new partnering opportunities and share with **Gateway** staff and Skillpoint Alliance management.
  - Participate in community meetings concerning: social services to low-income families, education and workforce development issues regionally, and nationally.
  - Participate in regional and national conferences concerning the above issues as funding permits.
- Other duties as assigned

Location/Hours/Schedule

- Full-time: Exempt
- Skillpoint Alliance Offices 201 E 2nd Street, Suite B, Austin Texas 78701
- 8:00am-5 pm M-F

Physical demands

- Work is both sedentary and mobile—indoors.
- Public Speaking
- In-town travel (mileage compensated).

Required Education

- Bachelors Degree or Equivalent Work Experience

Required Experience Skills

- Commitment to the mission and values of the organization
- Excellent verbal, written and visual communication skills
- 2-Years Minimum experience managing people and building teams
- 2 Years Minimum experience in the Non-Profit Sector
- Highly organized, systematic thinker and self-motivated worker requiring minimal supervision
- Proficiency in the use of the computer, with expertise in MS Word, PowerPoint, Excel, and Outlook.
- Ability to be flexible, persistent, and confident.

Preferred

- Experience in Health Care Workforce Development
- Sensitivity to people with low socioeconomic status, minorities, and persons with different cultural backgrounds.
- Bilingual English and Spanish. Proficiency in both spoken and written communications in both languages.

Compensation

- Salary based on experience

Performance Expectations and Review

Performance reviews may be conducted annually, semi-annually, or quarterly, and may be used to prompt or validate pay raises as budget permits. Areas of evaluation may include but will not be limited to:

- Success in carrying out duties as required by above job description
- Initiative in taking on new responsibilities
- Willingness to work in as a strong team member
- Ability to take guidance and supervision
- Leadership