Program Directors

OVERVIEW

We are looking for 1 virtual volunteer as our National **Program Director** and 2 volunteers **TX Program Directors** (located in Central TX in and around Gatesville) to develop and administer Guardian Angels for Soldier's Pet© programs – Pet Foster Home program and MPA Fund in all 50 states, MV Sanctuary and Warriors' Angels programs in Central TX. Volunteers will be responsible for the delivery and overall success of each program.

Volunteers will inform the organization's CEO and Board of Directors on progress and performance.

A successful volunteer Program Director should have a broad knowledge of program management principles. They must have a strategic mindset as well as be able to lead and develop their subordinates.

The goal is to ensure every program will be delivered successfully and add the highest possible value to the organization.

RESPONSIBLITIES:

- Initiate and set goals with the CEO for programs according to the strategic objectives of the organization
- Plan the programs from start to completion involving deadlines, milestones and processes
- Develop budgets and operations
- Devise evaluation strategies to monitor performance and determine the need for improvements
- Discover ways to enhance efficiency and productivity of procedures and people
- Apply change, risk and resource management principles when needed
- Read reports prepared by managers to determine progress and issues
- Ensure program operations and activities adhere to legal guidelines and internal policies
- Keep the CEO informed with detailed and accurate reports or presentations

REQUIREMENTS:
- Have a passion to help and understanding of our military and veteran communities, plus work with others who share this passion.
- Be a self-starter, have excellent organizational, interpersonal, and leadership skills, plus able to work independently and as a "team" player.
- Able and willing to follow and adhere to the organization's mission, purpose, operating procedures, and organizational policies/guidelines.
- Professional communication skills via the Internet, phone calls, and email.
- Thorough understanding of project/program management techniques and methods
- Excellent Knowledge of performance evaluation techniques and key metrics
- Outstanding knowledge of data analysis, reporting and budgeting
- Have their own computer (laptop or desktop)
- Working knowledge of MS Office Pro or Open Office and program management software (e.g., Basecamp, MS Project etc.)
- Certification or degree in business management helpful
- Average anticipated hours per month: 25-30