

The Arc of Howard County
Deputy Executive Director of Programs Job Description

Title: Deputy Executive Director of Programs
Reports to: Executive Director
FLSA Status: Exempt

Job Summary:

The Deputy Executive Director of Programs plays a critical leadership role within The Arc Howard County, a nonprofit organization dedicated to supporting people with intellectual and/or developmental disabilities. This position oversees the planning, implementation, and management of all programmatic services, ensuring they align with the organization's mission of promoting full community inclusion. The Deputy Executive Director of Programs reports to and will work closely with the Executive Director and other members of the executive team to develop strategies, manage resources, and foster a culture of continuous improvement across all program areas.

Key Responsibilities:

- **Program Management:**
 - Oversee the design, implementation, and evaluation of all programs to ensure they meet the needs of those supported and align with the organization's mission and strategic goals.
 - Ensure compliance with local, state, and federal regulations, as well as accreditation standards.
 - Develop and manage program budgets, ensuring effective allocation and utilization of resources.
- **Leadership and Staff Development:**
 - Provide direct supervision and mentorship to direct reports and other key program staff.
 - Foster a collaborative and inclusive team environment, promoting professional development and growth among staff.
 - Implement performance management systems that align with organizational goals and promote accountability.
- **Strategic Planning:**
 - Collaborate with the Executive Director and the executive team to develop and execute the strategic plan that enhances program quality and expands services.
 - Identify opportunities for program expansion and development, including potential partnerships, grants, and other funding sources.
- **Community and Stakeholder Engagement:**
 - Serve as a primary liaison with community partners, stakeholders, and families, ensuring effective communication and collaboration.
 - Represent the organization at community events, meetings, and on committees as needed.

- Advocate for policies and practices that support the needs of people with intellectual and/or developmental disabilities.
- **Quality Assurance:**
 - Oversee the implementation of quality assurance measures to ensure the highest standards of care and service delivery.
 - Monitor program outcomes and use data-driven insights to guide decision-making and program improvements.

Qualifications:

- **Education and Experience:**
 - Bachelor's degree in Social Work, Psychology, Human Services, Nonprofit Management, or a related field (Master's degree preferred) or comparable relevant education and experience.
 - Minimum of 7-10 years of related experience in program management within a nonprofit or human services organization, including experience working with individuals with intellectual and/or developmental disabilities.
 - Minimum of 5-7 years of supervisory or management experience
- **Skills and Competencies:**
 - Strong leadership and organizational skills, with the ability to manage multiple programs and projects simultaneously.
 - Advanced communication and interpersonal skills, with a demonstrated ability to build and maintain relationships with diverse stakeholders.
 - Proficient in utilizing various technologies, including software, systems, and tools relevant to the role. Capable of quickly learning and adapting to new platforms, maintaining accuracy in data entry, and efficiently navigating digital systems to complete tasks. Experience with HRIS, payroll systems, or other organizational software is a plus.
 - Knowledge of best practices in person-centered support for people with intellectual and/or developmental disabilities.
 - Ability to analyze and interpret data to drive program improvements.
 - Proficiency in budget management and resource allocation.
 - Familiarity with relevant local, state, and federal regulations and accreditation standards.