



PROGRAM DIRECTOR

About the Organization: Building One Community (“B1C”) is a non-profit organization established in 2011 as a comprehensive resource center for immigrants in the Stamford, Connecticut area. B1C’s mission is to advance the successful integration of immigrants and their families. Visit our website at www.b1c.org to learn more about the organization and its programs.

Position: The **Program Director** will help chart B1C’s strategic response to an increasing demand for its services. The Director will oversee departments critical to the success of B1C, including English Language Learning, Family & Individual Services, and Workforce Development, and guide staff as they identify best practices and improve internal systems. Additionally, the Program Director will work closely with partners and stakeholders to assess and fulfill community needs. This full-time, exempt position reports to the Executive Director, Anka Badurina.

Primary Duties:

- Supervise program directors in the following B1C areas: Family and Individual Services, English Language Learning and Workforce Development. In future, Immigration Legal Services will potentially be included as well.
- Supervise the transition of the POWER program to its implementation by partner organization United Parents and Students (POWER is B1C’s parent organizing program supporting students in the Stamford Public Schools)
- Identify best practices and improve internal systems with an eye toward future needs and budget constraints
- Implement B1C’s 2022-2024 Strategic Plan program initiatives within target time frames
- Supervise program directors’ analysis and use of performance indicators to determine program strategies
- Provide evidence-based recommendations on programs to the Executive Director and Board
- Assess community needs for current and/or new programs; design and implement programs with B1C staff and community partners
- Develop a strong working knowledge of existing community resources and partner providers; network with regional and national resources as appropriate
- Represent B1C in the community and regional/national level as needed
- Participate in B1C’s annual budget process by helping Program Directors to create realistic program budgets
- Work with External Relations department to identify program grant opportunities

Qualifications & Skills:

- 10 years of experience in a non-profit social services setting or relevant corporate environment
- Experience managing employees
- Fluency in Spanish with demonstrated written and verbal communication skills preferred
- Bachelor's degree required; advanced degree in a social services field preferred
- Experience as an end user with Salesforce or another CRM database system required
- Strong interpersonal communication skills, as well as confidence and the ability to present to groups of people with diverse backgrounds
- Effective and timely task management
- Belief in the organization's mission and goals, with strong commitment to the empowerment of low-income immigrant populations

To apply for this position, please submit your resume and a cover letter to jobs@b1c.org. No telephone calls please.

Building One Community is an Equal Opportunity Employer