



The mission of DYF is to improve the quality of life for children, teens and families affected by diabetes. The organization provides recreation and education within a supportive community, encouraging personal growth, knowledge and independence.

ABOUT DYF

DYF is a mission-driven organization dedicated to improving the lives of children, teens and families affected by type-1 diabetes. Founded in 1938, the organization is a leader in helping children and their families gain confidence and mastery in managing diabetes through weekend and week-long camps and educational programs that serve more than 1,500 individuals annually. DYF believes that every child with T1D, and their family members, should have the benefit of our lifesaving programs and works year round to raise the necessary funds to meet the demand for our services.

POSITION DETAILS

Position Title:	Director of Programs
Reports to:	Executive Director
Functional Area:	Program
Location:	Hybrid: Remote/Concord, CA
Employment Status:	Full Time, Exempt

POSITION DESCRIPTION

The Director of Programs is responsible for overseeing the coordination and administration of all aspects of program operation including assessment, planning, implementation, and evaluation. The organization currently serves over 1,500 participants annually through a multitude of programs, and significant growth in programs is planned. The Director of Programs is directly responsible for exploring, cultivating, and executing strategic partnerships that successfully contribute to growth of the organization's impact. The Director of Programs also provides supervision, support, and guidance to the program team. Along with the Executive Director and Director of Development & Communications, the Director of Programs is responsible for moving the organization's strategic plan forward and helps ensure that all organization goals and objectives are met. The Director of Programs supports the Executive Director, DYF team, Health Professional Advisory Board, and Board of Directors, in developing organization-wide initiatives that focuses on program growth and fundraising. The Director of Programs is a member of the senior leadership team.

KEY RESPONSIBILITIES

- Explore, cultivate, and execute strategic partnerships that serve DYF's mission and vision, and work to grow the impact of the organization
- Provide guidance and support to the program team, providing direct supervision to the Medical Director (1099 contractor), Camp Director (FT), Program Director (FT), Office Manager (FT), and Community Programs Coordinator (PT). Other team members include the Facilities Manager (FT), and Administrative Assistant (PT)
- Work with other senior members of the DYF team, staff, and Board of Directors to take ownership of and implement the strategic plan with particular focus on program-related priorities
- Prepare and oversee program budgets (approximately \$1 million annually), including tracking progress toward goals and providing regular updates to the Executive Director
- Successfully oversee all programs (assessment, planning, implementation, evaluations) working hand-in-hand with direct reports
- Ensure timely feedback, support, professional development, and guidance to direct reports and all program department members
- Oversee risk management analysis of each program including risk assessment, incident report reviews, and risk prevention
- Ensure child protection compliance and best practices are successfully enacted at all DYF programs
- Work with the Executive Director to ensure adequate insurance policies are maintained
- Develop and oversee crisis management plans for each program with regular review and updates as necessary
- Ensure compliance with all regulatory bodies specific to programs and facilities, including health departments, American Camp Association, and insurance policies
- Working with the Medical Director, oversee the Health Professional Advisory Board and the development of health protocol, program educational outcomes, and curriculum development for all programs
- Work with the Executive Director to assess, evaluate, and improve program business models
- Work with the Camp Director and Facilities Manager to oversee site and facility maintenance at Bearskin Meadow Camp including capital budgets, capital repairs, capital improvements, and general maintenance
- Work with other members of the DYF team to ensure streamlined paperwork processes (participants, staff, and volunteers) for all programs
- Be available and accessible to staff and volunteers to provide guidance, leadership, and direction
- Be available as the first point of contact for staff members leading programs. This includes for emergency calls that may happen at any time of day, including night-time hours
- Work with the Development and Communications Department to
 - Connect fund development opportunities and stories from programs to the department
 - Review and provide input on specific grants as it relates to programs
 - Develop marketing materials for DYF programs
 - Develop and maintain relationships with existing and potential benefactors and partners
 - Take a holistic approach when approaching existing or potential benefactors and partners to meet both programmatic and fundraising needs
- Interface with the public as the storytelling expert of program impact and details

ESSENTIAL QUALIFICATIONS

- A self-starter who is detail and goal oriented with superior organizational skills and the ability to work in a fast-paced and evolving environment; juggle many responsibilities and projects at once; and meet deadlines and budgets
- 3+ years of program management experience with demonstrated success
 - Experience in resident camp administration and property management desired
- Experience supervising and managing staff and volunteers
- Excellent verbal and written communication skills with the ability to develop strong internal and external relationships with volunteers, donors, program participants, and staff
- Ability to understand and communicate high-level vision and lead a team to execution
- Demonstrated skills as a strong contributor to cross-functional teams
- Flexible and adaptable, with excellent teamwork and supervisory skills
- Passion for the work of DYF and the T1D community
- A positive can-do approach to a variety of challenges and situations that can arise
- Strong computer skills, including Microsoft Office and Google Workspace

DESIRED QUALIFICATIONS

- Strong knowledge of and/or lived experience with type 1 diabetes
- Experience leading programs for people with type 1 diabetes or other chronic diseases
- Demonstrated success developing strategic partnerships and executing new programs
- Working knowledge of ACA accreditation program
- Experience with program specific CRM software
- Bi-lingual (English and Spanish) a plus

COMPENSATION & BENEFIT INFORMATION

- Compensation commensurate with experience; starting range is \$90k to \$105k annually
- DYF currently provides health, dental, vision, basic life, short-term disability, and long-term disability insurance plans for full-time employees. Employee premiums 100% funded by DYF
- DYF also offers employee funded 403(b) retirement plan and FSA plan
- Ten (10) earned sick days per year
- Seven (7) paid holidays plus eight (8) paid floating holidays
- Ten (10) earned vacation days in first year with additional earned vacation days accruing after first anniversary of employment
- DYF strives to provide all employees professional development opportunities each year
- Opportunity to make a difference in the lives of the people that you serve.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

While this position can be remote for certain parts of the year, the individual must live in Northern California and be able to attend programs when needed and meet with other team members in person at the DYF office on a regular basis.

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment, and risk control
- Identification and reporting of health and safety risks, accidents, incidents, injuries, and property damage at the workplace
- Long periods of exposure to a computer monitor while in a seated position
- Ability to work in a fast-paced office environment, with high demands
- Valid driver's license and driving records which meet DYF's insurance carrier requirements
- Ability to bend, stoop, and lift up to 25 pounds
- Ability to work a flexible schedule as needed, including weekends and evenings
- The Director of Programs is the first call for assistance when emergencies occur at DYF programs and also is the first backup for program leadership. This can result in unplanned, irregular work hours and may require the director to temporarily relocate to a program site for multiple concurrent days
- Willing to work and live in a camp setting and work irregular hours with limited or simple equipment and facilities, with daily exposure to sun, heat, and animals such as bugs, snakes, bears, and bats, as needed
- Ability to live onsite at program locations for extended periods of time as needed
- Travel during various times of year to programs, events, and professional development
- Full vaccination against COVID-19

TO APPLY

Please submit cover letter and resume to Davey Warner, Executive Director at warner@dyf.org
No phone calls, please. Serious inquiries only.

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the role.

DYF is an equal opportunity employer and does not discriminate against applicants or employees with respect to any terms or conditions of employment on account of race, color, national origin, ancestry, sex, sexual orientation, age, religion, creed, physical or mental disability, medical condition, marital status, citizenship, military service status, or any other characteristic protected by state or federal law or local ordinance.