



Director of Programs Job Description

Summary

The Director of Programs is responsible for supporting the development, implementation and growth of reSET's programs and services. A qualified and ambitious candidate has the opportunity to combine analytical skills with creativity to lead the organization towards achieving greater programmatic efficiency, success and growth. The perfect candidate will have a passion for the reSET mission and will possess a strong understanding of business to be able to contribute to the organizational strategic planning process. The position allows a candidate to focus on the logistics of running organizational programs and services while working in an innovative environment with regular interactions with local entrepreneurs, local corporate employees, and other professionals.

Key Responsibilities

- Lead the design, implementation, and adaptation of reSET's social enterprise, entrepreneurship and ecosystem support programs.
- Manage the system of collecting organizational (internal & external) metrics consistently and accurately
- Create customized reports and analyses as needed
- Work with communications team to build engaging and effective marketing campaigns for programs
- Implementation, and tracking of reSET's Intake Process to ensure entrepreneurial connectivity and satisfaction
- Help maintain effective working relationships with affiliate entrepreneurship organizations, and other members of Connecticut's Innovation Ecosystem
- Lead strategic vision and the sustainability of programming
- Lead programs including facilitation, teaching workshops, leading discussions, and delivering content
- Build on program initiatives to drive additional impact through program replication, growth, and/or creation of additional programming
- Serve as point of contact and maintain positive and effective relationships with program participants, guest speakers and lecturers, coaches and mentors.
- Create and manage program budgets for all of reSET's programs and services

Qualifications

- Strong organizational and management skills
- Excellent communication skills – written and verbal
- Ability to prioritize and manage in a constantly changing environment
- Ability to think strategically and help create the vision for reSET
- Team leadership skills
- Commitment to the mission, values, and goals of reSET
- Bachelor's Degree, with 3-5 years of business and/or programs experience

Systems Experience:

- MS Office Suite, Outlook, Google Suite



Director of Programs Job Description

- Salesforce experience is a huge plus
- Website management through Wordpress a plus
- Computer / application experience

Reporting

This position reports directly to the Managing Director.

Email resume to info@resetco.org