



## Duet | Program Director, Meaning & Hope Institute

### Position Description

<b>Last Updated:</b>	October 11, 2023
<b>Title:</b>	Program Director, Meaning & Hope Institute
<b>Supervisor:</b>	Senior Director of Services & Strategy
<b>Position Description &amp; Scope of Work:</b>	<p>This full-time position will develop and grow the Meaning &amp; Hope Institute, the newest initiative from Duet: Partners In Health &amp; Aging. The Institute has set out to create a national movement of hope for family caregivers who are experiencing ambiguous loss by connecting them to vitally needed support and services. At the heart of the Institute is <i>Finding Meaning and Hope</i> (FM&amp;H), a facilitator-guided discussion series designed to teach self-care concepts that bolster individual well-being (View the trailer: <a href="http://www.meaningandhope.org/trailer">www.meaningandhope.org/trailer</a>).</p> <p>The program director will work hands-on to advance the mission of the Institute and serve a key role in executing strategic initiatives. Individuals who enjoy relationship building and project management, and want to be part of a compassionate approach to supporting diverse populations will excel in this role as part of the Duet team.</p> <p>As with all Duet staff, this position strives at every opportunity to promote organizational goals and values.</p>
<b>Key Skills Requirements and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Support, manage, and lead the Meaning &amp; Hope Institute’s program team.</li> <li>2. Execute and monitor program strategies and outcome measures for the Institute, in consultation with the Senior Director of Services &amp; Strategy.</li> <li>3. Grow the reach of the <i>Finding Meaning and Hope</i> discussion series to new communities by recruiting, training, and certifying program facilitators.</li> <li>4. Expand and cultivate programmatic partnerships with nonprofit and public agencies, commercial entities, and private individuals nationwide.</li> <li>5. Oversee the development of a virtual platform that connects program participants and partners to one another and to vitally needed services.</li> <li>6. Develop innovative program offerings and engagement strategies to attract, engage, and retain family caregivers, facilitators, and partners.</li> <li>7. Maintain positive relationships with program partners and facilitators.</li> <li>8. Prepare print and digital materials for distribution and revise as necessary.</li> <li>9. Ensure the Institute meets program objectives relating to organizational goals and the external deliverables of all grants and contracts.</li> <li>10. Manage expenditures and provide input for budget development.</li> <li>11. Oversee invoicing, billing, and inventory management of program materials.</li> <li>12. Utilize existing systems and create new systems that support the input, tracking, and accurate reporting of program and operations data.</li> <li>13. Work with Duet colleagues to coordinate and refine organizational strategies.</li> <li>14. Help carry out Duet events such as conferences, fundraisers, and service activities when assistance is requested.</li> <li>15. Promote a culture of philanthropy at Duet.</li> <li>16. Carry out additional duties/initiatives as assigned.</li> </ol>

<b>Highest Priority Personal Attributes</b>	<ul style="list-style-type: none"> <li>▪ Compassionate and self-aware.</li> <li>▪ Flexible and patient.</li> <li>▪ Willingness to learn and grow.</li> <li>▪ Sensitivity to diverse backgrounds while upholding IDEA practices.</li> <li>▪ Reliable and self-directed; demonstrates initiative and resourcefulness.</li> <li>▪ Ability to manage time well and handle multiple projects concurrently.</li> <li>▪ Ability to problem solve, plan, organize and carry out activities, as well as to monitor progress in reaching goals.</li> <li>▪ Excellent written and interpersonal communication skills.</li> <li>▪ Commitment to Duet’s mission, vision, values, and guiding principles.</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>▪ Master’s Degree in nonprofit management, project management, public administration, business administration, public health, social work, or related degree preferred. Candidates with a bachelor’s degree and additional relevant experience are also encouraged to apply.</li> <li>▪ Five years program and/or project management experience required.</li> <li>▪ Five years social services experience preferred.</li> <li>▪ Experience managing external relationships and cultivating partnerships.</li> <li>▪ Able to lift 30 pounds.</li> <li>▪ Ability to drive occasionally for work-related functions with mileage reimbursement provided.</li> <li>▪ Experience with and extremely comfortable utilizing computers and related technology; expert skills in Microsoft Office (Word, Excel, Outlook, etc.).</li> </ul>
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>▪ Flexible work environment</li> <li>▪ Health &amp; life insurance</li> <li>▪ Retirement plan contributions</li> <li>▪ Vacation, sick, personal, and holiday time off</li> </ul>
<b>About Duet:</b>	<p>Duet’s mission is to promote health and well-being through vitally needed services to homebound adults, family caregivers, and grandfamilies.</p> <p>Our vision is a community where every person ages with compassion, dignity, and hope.</p> <p>Duet is passionate about building and sustaining an inclusive and equitable working and learning environment for all staff, board members, volunteers and service recipients. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.</p>
<b>Work Location:</b>	<p>10000 North 31<sup>st</sup> Avenue, Suite D200 Phoenix AZ 85051</p>
<b>To Apply:</b>	<p>Email resume with cover letter to: Justin McBride Senior Director of Services &amp; Strategy Duet: Partners In Health &amp; Aging mcbride@duetaz.org</p>