



Mile High Ministries

Developing People and Communities

Position Available

Title: Director of Programs (DP)

Status: Full-time/Exempt

Reports To: Executive Director

Purpose

The Director of Programs is responsible for building and implementing the program strategies that accomplish the mission of Mile High Ministries:

... to seek God's peace for our city through the creative, compassionate, and prayerful development of people and communities.

Duties and Responsibilities

- Design and manage programs and services to reflect and implement the mission, vision and values of Mile High Ministries, reflecting the known best practices of place-based community development, homeless services, poverty alleviation, clinical social work, mental health programming, affordable housing, and faith-based urban ministry.
- Beyond just managing programs, the Director of Programs guides and “energizes” our work. In other words, it is an inspirational leadership role.
- In addition to programs within our own facilities, MHM wants to extend its programs and approach into the community. To that end, one of the important challenges and opportunities for the Program Director is to help MHM develop a Housing That Heals “package” that we can offer either in the form of training or operating programs inside housing communities owned/operated by other companies and organizations.
- Evaluate and report on programs for internal and external audiences, including overseeing the organization's use of data systems to measure impact. Use these assessments to make strategic adjustments to programs and services to ensure quality, relevancy, and sustainability of programs and services.
- Recruit, hire, train and provide ongoing supervision to program staff, including directors of each program. Be readily available and supportive of program staff to help encourage, guide, troubleshoot, and otherwise shape the implementation of our programs. Be willing to cover for program staff as needed.

- Create and monitor program budgets in accordance with organizational values and strategic priorities.
- Develop and maintain partnerships and collaborations with nonprofit organizations and programs including faith communities and local and state government partners. To do this, the Program Director must be connected and informed about program trends and developments across the city and build relationships with our colleagues at partner organizations.
- Collaborate with other departments and stakeholders to ensure communication and inclusive policies and procedures, including working with the Development Team to inform grant requests and reporting.
- Provide written and/or verbal updates to the Board of Directors on request from the Executive Director.

Organizational Relationships

- Reports to the Executive Director.
- **Team Leader:** The Director of Programs supervises the directors/managers of our various programs, and other members of the program team as necessary.
- **Executive Team Member:** The DP is a member of the executive team and works closely with other members of that team to guide the overall strategies of the organization.
- Supports our **Development** Department by providing accurate and inspiring information about program that can be used to tell our story and raise money for the mission of the organization.
- Supports our **Volunteer** effort by creating and implementing volunteer opportunities that meet the needs of programs and bring new people into the MHM community. This will include recruitment, training, and implementation across programs, including effective evaluation.

Organizational Expectations

- MHM is both a spiritual community and a nonprofit Community Development Corporation. As a non-profit organization, we put our ideals into action through the best practices of community development with an emphasis on supportive housing. As a spiritual community, we pursue personal transformation and lives of generosity, peace, and self-giving love. An important part of executive leadership at MHM includes being intentional about relationship with God, reflected in lifestyles of generosity, peace, and self-giving love.
- Attend staff meetings and participate in the learning activities of the team, including assigned readings, occasional learning experiences and group discussions.
- Abide by MHM staff guidelines as outlined in the MHM policies and procedures manual.

Qualifications

- A minimum of five years of relevant program leadership experience.
- Bachelor's degree in a relevant field or commensurate leadership experience.
- Able to integrate the MHM mission, vision and values both personally and professionally.
- Able to lead in a mission-driven team environment.
- Professional in demeanor and appearance.
- Spanish language proficiency is a plus.
- Experienced in the use of program-appropriate technology (e.g. Microsoft Office Suite, databases, project planning tools).
- Mile High Ministries is committed to practicing diversity, equity, and inclusion as an organization, and embedding this approach in everything that we do. We welcome candidates who identify as BIPOC, LGBTQ and people of all genders.

Terms

- This is a full-time position.
- Starting salary competitive with similar positions in the Denver metro area according to Colorado Nonprofit Salary Survey (2023, adjusted for inflation).
- 401K benefits after first year of employment
- MHM covers 75% of health insurance through Kaiser Permanente
- MHM contributes \$450/mo to H.S.A. for employee & family
- Vision supplement 100%
- Dental supplement available
- Unlimited PTO

Contact

Please send a resume along with a cover letter to Jeff Johnsen, Executive Director, at jjohnsen@milehighmin.org.