



JOB DESCRIPTION

Director of Programs Administration

Reports to	Executive Director
Minimum Requirements	At least three years experience in administration in a non-profit agency or equivalent management/administrative experience. Able to read, speak and comprehend English; have good writing skills and excellent knowledge of computers. Valid AL Driver's license, reliable transportation, good driving record and H.S. Diploma/GED.
Preferred Skills & Education	Knowledge of multiple-fund sources and HUD. A degree in public administration or related field.
Overall Mission	To manage and administer all Federal/state and local government Program grants, including progress reports, data tracking and renewals to assist Executive Department with smooth running of these important revenue streams that help those living with HIV/AIDS lead the most productive lives possible and help prevent the spread of the disease.

Areas of Responsibility

1. Complete the HOPWA City and State Plans, including annual and 5-Year HOPWA action plans.
2. Partner with the agency's Grants Management Director to complete all HUD related grant tasks for the Supportive Housing Programs to include renewals and annual progress reports for all HOPWA and CoC project grants.
3. Complete all HUD related grant requests for the Emergency Shelter Grant (ESG) through Jefferson County, the City of Birmingham, or the State of Alabama.
4. Act as a representative of AIDS Alabama in working with the City of Birmingham and Alabama Department of Economic and Community Affairs (ADECA) on HOPWA and ESG allocations.
5. Facilitate the implementation of sound professional administrative systems related to computer use, Homeless Management Information System (HMIS), medical record management, data collection for grant proposal/reporting purposes, and a centralized client data base.
6. Generate data reports by request and as scheduled for multiple funding sources to ensure accurate data is reported by Programs staff.
7. Complete the Ryan White (RW) Care Program Grant contract-required data reports (RSR), quarterly reports, and assist in ensuring the completion of quarterly and annual total RW program and Continuous Quality Improvement (CQI) reports.
8. Coordinate the Statewide Needs Assessment project, which occurs every 3 to 5 years. This project requires training other AIDS Service Organization staff and ensuring the collection of data for analysis.
9. Manage the setup and implementation of 340b programming for both AIDS Alabama and AIDS Alabama South.

10. Act as the Performance Improvement (PI)/Continuous Quality Improvement (CQI)/evaluation lead for all of the agency's Alabama Department of Mental Health-certified programs, Ryan White programming, and SAMHSA-funded projects. This will include leading all quarterly PI/CQI/ evaluation meetings and creating strategies and reports in relation to program improvement, program needs, & consumer and staff satisfaction.
11. Serve on Agency Management Team to help manage the day-to-day overall health of the Agency.
12. Participate in special projects as requested by Executive Staff.
13. Other Duties as assigned.

Work Environment

1. Schedule: Work hours are full time and may include nights and/or weekends; varies based on the needs of the agency and communities.
2. Physical Requirements: May lift up to 50lb occasionally; long periods of standing, stooping, bending, and sitting.
3. Safety/Environmental: Exposure to multi-cultural consumers and/or family members with HIV/AIDS (or other STI's) as well as impaired cognitive behaviors.

Overall Expectation

Represent the agency through all methods of communication in a way that reflects the agency's mission. Adhere to all AIDS Alabama, Inc. Policies, Procedures, and Guidelines (including, but not limited to, Human Resources/Personnel, Finance, Operational, and Housing) as presented and as adapted. Establish a strong, solid line of communication with all levels of employees and external business partners. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, and external business partners. Must be willing and able to complete all trainings in obligatory timeframes. All employees are expected to perform in a mature, professional, business-like manner. Participation in agency activities, testing events, and fundraisers is expected as necessary and requested. Be aware that breach of confidentiality is grounds for dismissal. This job description can be modified to reflect additional tasks.

AIDS Alabama expects staff to create a safe space in which all people are valued, respected, and treated with dignity; sexuality is accepted as a healthy part of being human. In such a space, all people would be celebrated for who they are and provided with the economic, educational, and social opportunities to reach their full potential.

AIDS Alabama is an equal opportunity employer

Employee's signature

Date

Human Resources signature (or assigned designee)

Date