



**Project Director Job Description:**

SFSW is seeking a Full-time Project Director (PD) who will play a pivotal role in driving the strategic vision, planning, and implementation of initiatives aimed at empowering youth with the skills and knowledge to equip them with essential life skills that promote well-being and interpersonal success. The PD reports to the Executive Director and oversees the daily functions of the federally funded grant project. Position is responsible for overseeing the development, administration, and implementation of the program, including supervision and oversight of professional staff, budget management, project evaluation and reporting, and relations with project partners and relevant stakeholders.

**Essential Functions:**

**Strategic Leadership:**

- Develop and communicate a clear vision for project initiatives that aligns with the organization's goals and mission.
- Supervise a multidisciplinary team, including program coordinator, data specialist, facilitators, and administrative staff.
- Coordinate the efforts of team members to ensure required tasks are accomplished.
- Provide guidance, mentorship, and support to foster a collaborative and high-performing work environment.
- Responsible for planning and coordinating professional development opportunities for professional staff members.

**Program Development & Implementation:**

- Guide and direct the development and provision of daily services.
- Establish and implement program performance evaluation and continuous quality improvement process.
- Oversee the successful execution of educational programs, workshops, and events.
- Work effectively with relevant stakeholders and program partners for efficient and impactful project implementation.

**Partnerships and Stakeholder Engagement:**

- Cultivate relationships with schools, community organizations, government agencies, and other stakeholders to expand the reach and impact of project initiatives.
- Provide oversight and coordination to project partners and services including onsite observations in school classrooms.

**Budget Oversight:**

- Oversee the award of federal grant funds to eligible participants and ensure funds are spent according to the Federal Guidelines.
- Effectively administer and manage the budget, including monitoring expenditures to ensure they adhere to program goals and objectives.

**Evaluation and Reporting:**

- Utilize feedback and data to identify areas for improvement and drive continuous quality improvement process.

**Strong Families**  
**Strong Wyoming**  
A Healthy Marriage and Relationship Education Project

- Monitor progress, evaluate outcomes, and make data-driven adjustments to continuously enhance program effectiveness and impact.
- Prepare and submit semi-annual Performance Progress Reports.

**Perform additional duties as assigned**

**Qualifications:**

- Bachelor's or a Master's Degree (typically in Education, Public Administration, Social Services or related field)
- Proven experience in project management, program development, and team leadership, preferably in the field of education and/or youth development
- Experience in collaborating with diverse stakeholders and building partnerships.
- Ability to analyze outcomes and drive program improvement
- Must pass background check
- Ability to travel and willing to work flexible schedule

**Pay:**

- \$59,000-\$64,000 annually

**SFSW Team benefits** include:

- Health Insurance Reimbursement
- 401(k) with 3% company match
- Paid personal time off
- 11 full days plus 2 half days of paid holidays per year