



Job Title: Program Director of Aspire
Department: Aspire 3D
Reports To: Loveland Housing Authority Executive Director
Position Classification: E04 (Exempt Position)
Approved Date: April 2023

Summary: The Program Director of Aspire establishes and directs resident initiatives and programs for the Loveland Housing Authority. Aspire is a 501(c)3 non-profit, which operates as a department of the Loveland Housing Authority. This position reports to the Executive Director of the Loveland Housing Authority and is responsible for all aspects of resident initiatives, including program development and management, management of staff, fund raising, and other related duties.

Essential Duties:

Administration:

- Design, develop, implement, and evaluate business and strategic plans, and operate in accordance to those plans.
- Ensure that required agency policies and procedures are in place and that all compliance requirements are met and reported.

Fiscal Oversight:

- Working with LHA Executive Director and the Finance team, establish Aspire's operating budget.
- Ensure Aspire Financial Statements are reviewed on a regular basis by the Loveland Housing Authority Board of Directors.
- Conduct business operations in accordance with budget.
- Support Audit and 990 processes.

Program Development:

- Work closely with the Loveland Housing Authority Housing Department to identify and prioritize resident needs for homeless, family, and older adult populations.
- Identify and establish partnerships with key supporting service agencies.
- Create and execute a plan to recruit and manage volunteers.
- Develop, implement, and evaluate new programs.
- Establish annual key performance indicators to monitor agency performance against goals.
- Utilize Case Management Database to track and report outcomes.

Marketing and Communication:

- Create and execute Aspire's marketing plan.
- In partnership with LHA Executive Director, provide timely updates to the Loveland Housing Authority Board of Directors.
- Represent Aspire and the Loveland Housing Authority in matters related to programs and services.

Resource Development:

- In partnership with LHA Executive Director, assess staffing requirements and develop a staffing plan.
- Establish relationships with key donors, foundations, and other funding sources.
- Utilize Donor Management System to cultivate new donors.
- Create and execute a fund-raising plan in order to meet budget goals.
- Identify and secure fund raising and grant opportunities.



Community Involvement:

- Support key partner agencies by attending promotional events, etc.
- Serve on local boards and steering committees as appropriate.

Supervisory Duties:

This position is responsible for the supervision and management of all Aspire staff and consultants.

- Manage and direct staff.
- Set and communicate performance expectations.
- Hire, train, coach, mentor and retain competent staff.

Job Qualifications

Education and Experience:

- Minimum four-year college degree in Social Work, Non-Profit Management, or related discipline. Advanced degree preferred.
- Three to five years' experience in grant writing and/or fund raising.
- Three to five years' experience in non-profit or program management.

Knowledge, Skills, and Ability:

- Knowledge of Social Work disciplines, best practices, case management, and program development.
- Ability to provide leadership in a non-profit environment, to staff and volunteers.
- Ability to build and maintain strategic partnerships.
- Ability to develop and monitor budgets.
- Experience with donor databases and cloud-based case management systems.
- High level of self-direction and motivation to achieve results.
- Proficiency with Microsoft Office products.

Physical and Emotional Requirements:

- This position requires working with people experiencing mental illness, substance use disorders, physical and development disabilities.
- Must be able to manage crises such as child abuse, threats of harm to self or others, and adult protective concerns.
- May require occasional lifting (up to 25lbs.), standing for long periods of time, and outdoor work.

Background Check/Driver's License

- Must possess and maintain a valid Colorado driver's license with an acceptable driving record (no major violations within the last 3 years) and be insurable through our insurance carriers.
- A criminal history and motor vehicle background check is required.

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.