

WANTED: PROGRAM DIRECTOR!

The Alabama Head Injury Foundation is currently accepting Resumes for the newly created position of Program Director.

Duties:

- Oversee day to day Programs and Services.
- Supervise program staff and volunteers.
- Manage grant activities, reports and budgets; grant writing.
- Develop/implement new programs as approved by the AHIF Board of Directors.
- Maintain accurate, timely and relevant data regarding clients and services.
- Develop strategic collaborations with other social service organizations and governmental agencies.
- Market the programs and services through networking, presentations and collaborations.
- Other duties as assigned.

Qualifications:

- Minimum of B.A./B.S. in related field; Masters Degree preferred.
- Minimum five years successful program administration preferred.
- Knowledge of TBI preferred.
- Excellent public speaking, communication, organizational and writing skills required.
- Knowledge of Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Ability to manage multiple projects simultaneously.
- Ability to travel throughout Alabama
- Ability to work varied and flexible hours.

Compensation: Salary based on experience and qualifications; benefit package including health and life insurance, retirement and paid time off.

To apply: Send Resume' to AHIF1@bellsouth.net or mail to: AHIF, 3100 Lorna Rd #200, Hoover, AL 35216.

No calls please!