



Police Athletic League of Wilmington

Job Title:	Director of Program Development	Job Category:	Grant Programs
Department/Group:	Developmental Program	Job Code/ Req#:	
Location:	PAL of Wilmington		
Level/Salary Range:	\$45,000-\$48,000 a year	Position Type:	Full Time
HR Contact:	Yolanda Williams	Date Posted:	N/A
Will Train Applicant(s):	Yes	Posting Expires:	N/A

External Posting URL:	www.palw.org
Internal Posting URL:	www.palw.org

Job Description

Summary of position

Under the direction of the Executive Director & Deputy Director, the Director of Program Development is responsible for providing a supportive and nurturing environment where students can learn, grow and thrive. The Director of Program Development is responsible for the daily operation and management of all programs & activities. Director of developmental programs is also responsible for the organization's grants development and grants management across all program areas.

Roles and Duties:

- Supervision of the staff, ensuring compliance with all department regulations, curriculum design, and budget management.
- Required to complete annual training
- Provide staff leadership and supervision and enhance youth development in activities/programs.
- Hire, train and supervise staff for ensuring a safe and enjoyable program.
- Select activities/programs/events and create a successful schedule for all programs/vendors, and in-house activities.
- Responsible for program creation to support the PALW program/activities such as S.W.A.T, Life Skills, STEM Education, Mentorship, Social/emotional awareness, Skill Development, Quality Instruction, Fitness/exercise, Sex Education, Bullying Prevention, Drug/Alcohol Prevention, Female/Male Programming, Coaching and Technical skills & more.
- Implement the comprehensive strategic program development plans to meet revenue goals, including maintenance of current funding streams, and establish new funding streams.
- Coordinates with ED and DD, program directors, and regional teams to develop and submit high quality, high impact proposals.
- Develop or manage development of all grant proposals to government, foundation, corporate and other funders and donors.
- Lead the recruitment, onboarding, and professional development of potential talent.



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- Foster a culture of innovation, collaboration, and continuous improvement within the development team.
- Develop and maintain development standards, best practices, and program guidelines.
- Oversee the PALW programs/activities, development, ensuring compliance with quality standards and PALW best practices.
- Monitor project progress, identify and mitigate risks, and provide regular updates to senior management.
- Drive the adoption of Agile methodologies and participate in Agile ceremonies such as daily check-ins with development team, sprint planning, and retrospectives.
- Stay up to date with the latest industry trends, technologies, and frameworks and evaluate their potential impact and opportunities for PALW development processes
- Coordinate with the Executive Director, Deputy Director, Board Directors along with financial department and community members.
- Establish clear, defined process for organizational grants development process that involves engagements of HQ program director, field staff, finance teams, and consultants/contractors.
- Support Executive Director and program directors in grants management and institutes management tools and processes for optimal performance.
- Identify deficiencies in the grant management process and implement actions for resolution.
- Track and review program reports in collaboration with program directors.
- Perform analytical work related to budget development, organization programs, and contracts.
- Develop written reports, presentations and tools necessary to facilitate full program evaluation and communication of findings/ recommendations.
- Establish and maintain a central repository of information for use in development and communication.
- Manage an ongoing working relationship with grant writing consultants/ contractors.
- Develop and market program promotion pieces
- Coordinate any appearances, tournaments, and/or competition appearances within specialty field
- Lead with enthusiasm and positive motivation
- Establish, organize and maintain schedules and records including attendance records and progress reports
- Collaborate with other department leads
- Manage and maintain all equipment
- Maintain a clean and risk-free environment and escalate safety/risk concerns with appropriate urgency
- Communicate effectively and timely with program participants and parents
- Ensure all PALW policies and procedures are followed
- Perform other duties as assigned by the supervisor



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Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Position Type and Expected Hours of Work:

This is a Full-time position, and general hours of work and days are Monday through Friday with optional days of Saturday and Sunday when required.

Qualifications and Education Requirements:

- Bachelor's Degree Minimum
- 3 years of grant management experience
- 3 years of Management & Supervisory
- 3 years working with school age students
- Significant track record developing, writing, and managing successful grant proposals
- Experience with individual giving and event fundraising is a plus

Preferred Skills:

Social and Communication

Team player

Proficient in Excel, Microsoft office

Conditions of hire:

- A satisfactory criminal background and reference check and a valid driver's license.
- Must be eligible to work in the U.S. without sponsorship.

Evaluation of Performance:

Performance in this position will be evaluated in accordance with the current job description and evaluation process.

Equal opportunity employer

The Police Athletic League of Wilmington is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, disability, gender identity, sexual orientation, marital status, age, veteran or any other status protected under local, state or federal laws.

Reviewed By:	Christopher Purnell -ED	Date:	12.2.23
Approved By:	Christopher Purnell -ED	Date:	12.2.23
Last Updated By:	Christopher Purnell -ED	Date/Time:	12.2.23



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Acknowledgement & Signatures

This job description has been approved by PALW Administration.

Deputy Director Signature _____

Date: _____

Executive Director (Signature) _____

Date: _____

Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee Name (Please Print) _____

Employee Signature: _____

Date: _____

CC: Personnel File