



Together for Hope Appalachia Director of Programs & Partnerships Job Description

Position Objective

The responsibilities of the Director of Programs and Partnerships for Together for Hope's Appalachia Region are to assist with day-to-day organizational functions and tasks; assist with the recruitment and management of the churches, towns, nonprofits, and other partners in Together for Hope Appalachia's Rural Development Coalition; assist with the creation and management of all Together for Hope Appalachia programs; assist in creating and managing strategic partnerships in states and across the region; assist with grant applications, management and reporting; and manage office services by implementing administrative systems, procedures, and policies.

Responsibilities of the Director of Programs & Partnerships

1. Assist with managing and implementing the year-long process to recruit, select and develop partnerships with churches, towns, nonprofits, and other partners in the following states of the Appalachia service area: KY, WV, VA, TN, OH.
2. Assist with the creation and management of all Together for Hope Appalachia programs.
3. Assist in creating and managing strategic partnerships in states and across the region.
4. Assist with grant applications, management and reporting for the Appalachia region.
5. Assist with coordinating, conducting, and managing the logistics of all Asset-Based Community Development (ABCD) sessions, capacity building/continuing education sessions, Appalachia quarterly calls and annual meeting, and orientation for all new coalition members.
6. Assist with managing/overseeing the media and marketing strategies for the program activities and events, which includes drafting, composing, formatting, and editing brochures, flyers, multi-media presentations, newsletter publications, as well as website and social network updates.
7. Assist with the processing of all program purchases, procurements, invoices, and business expenses using the appropriate systems of TFH in a timely manner.
8. Assist with collecting data for progress reports from partners; completing all reports as well as developing and implementing a system for collecting data which provides timely documentation for evaluating outcomes.
9. Serve as a liaison officer between partners, TFH Appalachia regional office and Cooperative Baptist Fellowship (CBF) State and National offices, ensuring that the business affairs for all the coalition activities are implemented and consistent with established organizational policies as well as policies of supporters.
10. Assists in writing the Together for Hope Appalachia monthly report.



11. Develop strong working relationships of support and trust between the community, coalition partners, strategic partners and all supporting managing staff.
12. Assist with managing and maintaining all human resource responsibilities of staff, consultants, interns, and volunteers.
13. Perform other tasks assigned by the Regional Vice President that are associated with maintaining and improving the operations of coalition partners in the Appalachia Region.