

# LifeAct

## Position Description

TITLE: **Director of Program Development**  
Reports to: **CEO**  
STATUS: **Full-time, exempt**

LifeAct is a local nonprofit, pursuing suicide prevention through education in middle and high schools. We are a small office environment comprised of very committed team players. We are located in Chagrin Falls, OH.

### General Description of Duties

1. Develop new channels of delivery for LifeAct's proven youth suicide prevention program that will enable continued, organic growth of our existing model, and provide for exponential growth in new demographic and geographic areas.
2. Oversee existing programs, *Recognizing Teen Depression and Preventing Suicide & U R O K*, and supervise Instructors.
3. Oversee the development of program content, communication pieces and marketing materials.
4. Market new programming to school districts, mental health organizations, governmental agencies and funders.
5. Engage and empower youth directly in the design and dissemination of LifeAct's educational message. New models could include alternative programming, delivery methods or mediums.

### Minimum Qualifications

- Advanced Degree in Education/Social Work/Mental Health.
- Minimum of three years administrative experience including management responsibility for staff, budgeting, program planning and assessment.
- Track record of success in program development, implementation and expansion
- Proficient in Microsoft Office products: Word, PowerPoint, Excel, Outlook.
- Strong organizational skills, analytical and systems skills and a keen attention to detail.
- Excellent communication skills (verbal, written and interpersonal).
- Proven success in curriculum development.
- Ability to work on multiple projects simultaneously.
- Ability to plan, meet deadlines, and manage competing priorities.
- Ability to effectively build and manage processes, tools and systems.

### Preferred Qualifications

- Knowledge of mental health education, assessment and crisis intervention practices.
- Experience in use of the Internet as a marketing channel.
- Exceptionally strong writing skills, especially for digital media.
- In-depth understanding of social media is a plus.
- Experience with Adobe programs (InDesign, Illustrator, Acrobat) is a plus.

**Responsibilities Include**

1. Provide leadership in the maintenance and development of our two primary in-school programs: *Recognizing Teen Depression and Preventing Suicide* & *U R O K*.
2. Supervise and train instructors & 3<sup>rd</sup> party distributors of curriculum.
3. Develop and produce new program materials, as needed.
4. Develop and implement a long-term growth strategy for program expansion.
5. Coordinate Instructor bi-monthly meetings and in-service training.
6. Provide Marketing leadership in presenting program to potential schools, school districts, educational associations and governmental agencies.
7. Provide input and support to Youth Advisory Board.
8. With Youth Advisory Board, develop social media platform to disseminate educational content.
9. Assist Executive Director in recruitment and selection of new Instructors.
10. Look for and willingly accept other duties.

**Other**

1. Must have and maintain a valid driver's license.
2. Must have reliable transportation.
3. Some travel may be required (minimal but possible overnight travel 3-6 times per year).
4. Applicant will submit to standard pre-employment testing and background verification.