

# Love 4 The Game Inc

## Assistant Director of Program Development Job Description

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### I. Organizational Description

We are a community based organization that provides under-served student-athletes who play the game of basketball with different resources, and opportunities to excel beyond their current circumstances. Being apart of our organization demonstrates different outlets the game of basketball provides. We desire to help student-athletes understand, and develop the key characteristics to attain any level of success that they desire.

### II. Primary Scope of Duties

Reporting to the Executive Director, the Assistant Director of Program Development serves as a supportive force to help our organization operate at optimal effectiveness. With a primary responsibility of helping expand our programs, the Assistant Director of Program Development as directed, will help ensure that the senior staff is able to focus its efforts on higher level work with internal and external stakeholders. The ideal candidate will have previous experience working in an office environment, performing administrative duties and providing support to management, as well as having a genuine interest in the social impact sector and nonprofit leadership. The primary responsibilities of this position include, but are not limited to the following:

#### ***Duties/Responsibilities:***

- Devise evaluation strategies to monitor performance and determine the need for improvements

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- Provide leadership for workforce development planning and employment including understanding business recruitment needs, managing candidate pipeline and implementing recruitment campaigns.
- Develop or approve budgets and operations
- Apply change, risk and resource management principles when needed
- Direct marketing, program development and contract administration of workforce programs for organization.
- Perform consulting services and program/project oversight.

### **III. Desired Knowledge, Skills, and Dispositions**

- Bachelor's degree and/or relevant experience
- Strong written and verbal communication skills
- Strong time-management skills and the ability to organize and coordinate multiple projects at once

### **IV. Compensation and Perks**

This is a stipend paid position of \$10,000-11,500 commensurate with experience and subject to be increased overtime based on performance and organization resources.

### **V. To Apply**

Applicants should email a cover letter and resume to the attention to:

Love 4 The Game, Inc.  
Office of Human Resources  
[love4thegameinc@gmail.com](mailto:love4thegameinc@gmail.com)