Job Description
Program Director

Department: Administration

FLSA: Full-time, Salary, Exempt

Reports to: Executive Director

Supervisor Responsibilities: Yes

Salary Range: $55,000 to $60,000, based on experience, plus benefits and bonus.

Position Summary:

Bens Ranch Foundation (BRF) seeks an energetic, outgoing professional for a full-time senior program management role within the organization. The Program Director will serve as the primary, day-to-day leader responsible for the growth and management of these programs.

Desired Experience and skills:

- 3-5 years of relevant experience.
- College degree and/or certification preferred.
- Experience in one or more fields including social work, experience in agriculture, livestock, 4-H or FFA, social services or youth development, equine therapy, sales, project management, workforce development, and vocational agriculture are preferred.
- CRM/database skills.
- Conversant in a second language

Required Skills and Abilities:

- Strong work ethic and integrity.
- Strong communications skills – verbal, written and public speaking.
- Management experience
- Proficiency with Microsoft Suite.
- Strong organizational and time management skills
- Ability to build strong relationships with key stakeholders.
- Ability to multi-task.
- Ability to problem solve complex problems.

Job Requirements:

- Must have valid driver’s license, insurance, and reliable personal transportation.
- Must be able to sit for prolonged periods of time.
- Must be able to stand for prolonged periods of time.
- Must be able to bend, twist and stoop from time to time when working with clients.
Travel:

- Must be able to travel up to 20% of the time (throughout the state)

EEO:

Ben’s Ranch Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

About Ben’s Ranch:

BRF serves adolescents ages 14-18 by arranging and supporting paid, part-time internships no farms and at stables and other agriculture and outdoor facilities. In addition, BRF hosts onsite assessments, one-day bootcamps and small group programs. BRF is preparing to launch programs for schools to provide them with new tools to address the growing mental health epidemic among youth. These school programs will utilize its existing program designs while adding small group programs during school hours, creating work-based learning opportunities.

###

To apply email cover letter and resume to info@bensranch.org

10.5.23