

Job Description
Extension Program Leader

Function

Provide statewide leadership for creating a program vision and mission, securing and managing human and fiscal resources, and directing program development, marketing, implementation, evaluation and reporting to achieve the vision and mission. Facilitate the application of research-based knowledge and information from the University of New Hampshire, the nationwide Land-Grant System and other sources of reputable research.

Responsibilities

1. Program Development & Evaluation

Direct needs assessment and priority setting in directing program development, implementation, marketing, evaluation and reporting.

Provide leadership for Plan of Work development that furthers the program area and the organization's strategic plans.

Provide leadership for the development of a program area strategic plan, structure for implementation, evaluation, and reporting that supports the organizational strategic plan.

Individually and collectively lead comprehensive and innovative disciplinary and interdisciplinary programming as appropriate.

Provide leadership in supporting multi-state and integrated Extension and research programs.

Foster interdisciplinary programming.

Model and create a team approach to programming.

Keep abreast of research, practice and shape programming accordingly.

Redirect programming based on formative evaluation and available data.

Assist with organizational policy development, implementation, and evaluation.

Provide input in development of staff plans of work and reports and provide feedback when submitted.

Provide statewide program accomplishment and impact reports.

Develop programmatic partnerships to build relationships and create impact.

Balance action and reflection in program development, implementation and evaluation.

2. Staff Performance Management

Oversee program area paid and volunteer staffing plan through staff recruitment, hiring, retention, development, and separation.

Determine and oversee development of staff position descriptions.

Conduct year-round performance management including annual performance evaluations.

Make staff salary and promotion recommendations.

Ensure comprehensive professional development for staff.

Observe and evaluate staff interacting with clientele at least once a year.

Provide leadership for staff conflict management.

Conduct new staff orientation and implement the new staff mentoring program.

12/03

Support recognition for staff, paid or volunteer consistent with organizational mission and program area vision.

Apply Civil Rights/AA/EEO policies.

Ensure staff focus on UNH and Cooperative Extension research-based knowledge as well as honor local county knowledge.

Determine how best to maintain essential functions of the program area when staff are reassigned to other roles.

3. Engagement and Outreach

Articulate organizational program vision, implementation, and impact clearly and concisely to partners and potential partners.

Develop relationships primarily with department chairs and secondarily with teaching/research faculty and other university partners.

Build and maintain substantive partnerships with state and federal agencies and organizations.

Build positive relations with elected officials, key state leaders and the media.

Represent Cooperative Extension on administrative and program related committees.

4. External Funding and Fiscal Management

Develop and manage program budgets.

Seek program-wide external funding with staff to enhance programs to supplement public funds.

Encourage staff to secure external funding for programs that further the organizational mission, strategic plan, and plan of work.

Ensure staff appropriately follow Cooperative Extension and UNH external funding guidelines.

Help identify external funding sources for programs.

5. Communication

Conduct effective meetings, presentations, and group decision making processes.

Model appropriate and up to date use of technology for communication and educational delivery.

Demonstrate effective interpersonal verbal and written skills.

Clearly communicate organizational and program vision, implementation, and impact.

Demonstrate effective problem solving skills.

Provide timely follow up.

Build strong linkages and teamwork with field staff, specialists and the leadership team.

Demonstrate professional and political savvy.

6. Organizational Support

Serve in UNH Cooperative Extension organizational leadership and committee roles.

Ensure implementation of the UNH Cooperative Extension Strategic Plan.

7. Professional Development

Develop and implement a professional development plan to enhance leadership, management and subject matter competence.