



Associate Director, Programs

Role:

Under the direction of the Dean and Director, provide overall organizational leadership for educational programming, ensuring teams develop and implement high quality educational programs and are successful in external funding endeavors. Provide oversight to county management and advisory council operations. Provide leadership to interdisciplinary programmatic efforts to further the community engagement mission of the University of New Hampshire by acting as a liaison between UNH Cooperative Extension (UNHCE) and colleges, schools, centers, institutes and other units. Assist and support the UNHCE Dean and Director, acting on his or her behalf as designated.

Specific Responsibilities:

Organizational Leadership and Support

1. Successfully lead the implementation of UNHCE's strategic plan.
2. Work closely with the Program Team Leaders to facilitate and ensure the execution of the statewide Cooperative Extension plan of work, including comprehensive needs assessments, establishment of programming priorities, and program planning, implementation, evaluation and reporting in accordance with the Logic Model program performance framework.
3. Work closely with the Leadership Team to ensure UNHCE provides high impact, relevant educational programs to the people of New Hampshire.
4. Make certain educational programs are evaluated and impacts are reported appropriately.
5. Provide oversight to the Manager of County Operations to ensure active and engaged advisory councils within each county office and resolve issues related to county operations.
6. Liaison between the Manager of County Operations and the Dean and Director.
7. Ensure programmatic involvement of under-served and under-represented audiences and all educational programming is conducted in full accordance with civil rights, Equal Employment Opportunity (EEO), Affirmative Action (AA) and Americans with Disabilities Act (ADA) policies and procedures.
8. As a member of the UNHCE Leadership Team, facilitate a team approach to programming that addresses the state's significant and emerging issues, including integrated (research and extension) work, multistate programming and strategic external partnerships. Build strong linkages and teamwork between state and field specialists and UNHCE leadership and provide support to staff responsible for obtaining appropriate external funding for educational programs.
9. Clearly communicate organizational and program vision and impact to University, local, state-wide and regional stakeholders.
10. Working closely with the Leadership Team, oversee development, distribution, implementation and adherence to organizational policies and procedures. Resolve organizational issues as appropriate.

Personnel Supervision and Management

1. Provide supervision and performance management for Program Team Leaders.
2. Provide supervision and performance management for the Manager of County Operations and provide oversight for his/her work with the County Management Team and advisory councils.

3. Ensure performance planning, performance feedback, and performance appraisal are done consistently by all supervisors of program staff.
4. Provide supervision to other program unit staff, as assigned.

Grant Development

1. Help to identify sources of funding for UNHCE programs.
2. Working with the Program Team Leaders facilitate interdisciplinary linkages between program teams to develop successful grant submissions for programs to further the mission of UNHCE.

University Engagement

1. Facilitate academic, research and extension collaborations to expand the scope, visibility, and impacts of the University of New Hampshire.
2. Work with the Leadership Team to create new ways for UNHCE to become the most highly recognized and valued outreach unit of the University of New Hampshire.
3. Working closely with the Leadership Team co-develop and implement organizational strategies that build relationships with chairs, center and institute directors and faculty working in departments with close programmatic alignment and potential for collaborative grant development.
4. Encourage and facilitate program teams to actively involve UNH faculty and students in programs.
5. Represent UNHCE on administrative and program-related committees.

*The University of New Hampshire Cooperative Extension is an equal opportunity educator and employer.
University of New Hampshire, U.S. Department of Agriculture and N.H. counties cooperating.*

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