

JOB DESCRIPTION FOR USLCA BOARD OF DIRECTORS

Individual Job Descriptions for USLCA Board Members

Position Title: Director of Program Development

QUALIFICATIONS:

The Director of Program Development should:

1. Be an entrepreneurial individual with documented experience in evaluating and developing business opportunities.
2. Demonstrate ability to analyze and discuss issues related to proposed new ventures.
3. Visionary who can inspire and motivate volunteers.
4. Demonstrate understanding of creating business plans and budget development.
5. Have experience in strategic planning and action plans.
6. Current IBCLC
7. Member in good standing for 2 years

TERM OF OFFICE;

1. The term of office is 3 years. May be renewed for a second term with the total term on the Board not to exceed six consecutive years.
2. The Director of Program Development may resign by submitting a letter of resignation to the BOD a minimum of thirty (30) days prior to the date of resignation.

DUTIES:

The Director of Program Development will be responsible to:

1. Generate ideas for business opportunities for USLCA.
2. Evaluate ideas brought by or to Board of Directors.
3. Identify viable program or business opportunities and present to management staff and Board of Directors.
 - a. Develop business plan including proposed expenses and revenue.
4. Facilitate Board and Management discussion in determining which programs to move forward.
5. Launch new programs
 - a. Assist Management Staff in hiring for approved positions for approved programs.
 - i. Create job description
 - ii. Participate in recruiting and hiring
 - b. Identify volunteers to work on specific aspects of program.
 - i. Outline expectations
6. Seek grant funding opportunities for program development and dissemination of research.

7. Evaluate new programs in terms of impact, outcomes, and finances at pre-determined intervals.
8. Guide association in projects aligned with mission and vision that will enhance financial sustainability.

EQUIPMENT REQUIRED:

1. Computer with Internet and e-mail access.
2. Smart phone