



The Aging and Disability Resource Center - Program Director

The Aging and Disability Resource Center (ADRC) is seeking a Program Director to lead our Contract Management Department and oversee our Health and Wellness Division.

The Program Director is responsible for motivating and leading both the contract management and health and wellness teams, providing training to the staff, and evaluating, coordinating, and ensuring all reports are accurately written, timely submitted and contracts are in compliance.

The Director works collaboratively with state agencies and other department Directors and represents the ADRC at various meetings and training.

The Qualified Candidate must have a Bachelor's Degree from an accredited college or university and experience with aging programs and/or similar experience with other social service programs. The right candidate must demonstrate excellent verbal and written communication abilities, be organized, detail-oriented, have strong computer skills with the ability to create and utilize spreadsheets and knowledge of how to read and manage budgets.

Applicants must have reliable transportation as the position requires travel within Broward County.

Interested applicants should submit their resume via email to applicant@adrcbroward.org

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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