

Position:	Director of Strategic Program Support
Report to:	Deputy Director
Salary:	\$65,000 to \$72,000 annual salary
Status:	Full-time, Exempt – 1.0 FTE
Introductory Period:	90-day Introductory Period
Benefits:	Generous benefits package: medical, dental, vision, paid time off (PTO), 403B retirement benefits after 90-day introductory period

The mission of the Institute for Public Strategies (IPS) is to work alongside communities to build power, challenge systems of inequity, protect health, and improve quality of life.

IPS is a diverse, inclusive workplace, where employees are valued and respected for their different perspectives, experiences, backgrounds, and contributions. We are proud to be an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Accommodations will be made for individuals with disabilities who are otherwise qualified and able to perform the functions of this position.

The Institute for Public Strategies (IPS) is seeking a full-time Director of Strategic Program Support to provide strategic, operational, and hands-on support across programs, ensuring continuity, alignment, and high-quality implementation during transitions, capacity gaps, staffing vacancies, and emerging opportunities. This position serves as a flexible organizational resource and may be assigned to temporarily fill program roles at various levels, ranging from entry-level program support positions to coordinator, management, and Regional Director-level functions, depending on organizational and program needs.

The Director of Strategic Program Support will step into programs as needed to maintain service delivery, support implementation, strengthen systems, and provide leadership during periods of transition. The position will also oversee strategic and time-bound initiatives, including subcontracts, pilot programs, and emerging funding opportunities. This position requires regular overnight travel across IPS service regions, including San Diego, Los Angeles, and San Bernardino counties, to provide on-site support based on program needs and staff capacity. Travel expenses, including mileage, hotel, parking, and per diem will be provided.

ESSENTIAL FUNCTIONS:

1. Provide flexible leadership, operational, and implementation support across programs during staff absences, vacancies, transitions, or periods of increased workload, ensuring continuity of services, partnerships, deliverables, and contract compliance.
2. Temporarily fill program roles as needed at various levels of the organization, including entry-level program support, coordinator, manager, and Regional Director-level functions, depending on program needs and organizational priorities.
3. Step into program functions as assigned to ensure programs remain aligned with scopes of work, contract expectations, timelines, documentation requirements, and IPS standards for quality.
4. Provide strategic and hands-on support to programs experiencing capacity gaps, assisting with planning and execution of key activities such as coalition meetings, trainings, outreach, community engagement, reporting, and events.
5. Lead and manage strategic and time-bound initiatives, including subcontracts, pilot programs, special projects, and emerging funding opportunities, ensuring high-quality implementation and completion.
6. Assess feasibility, scope, staffing needs, and resource requirements for new or evolving projects in collaboration with leadership, and support launch and implementation as appropriate.
7. Build and maintain relationships with funders, partners, community stakeholders, subcontractors, and other entities connected to assigned programs and initiatives.
8. Promote consistency and alignment in program implementation, documentation, reporting, communication, and administrative practices across IPS programs.
9. Support onboarding, training, and transition of new or reassigned staff to ensure smooth handoffs, sustained program quality, and continuity of partner relationships.
10. Identify operational challenges, staffing gaps, workflow issues, and implementation barriers, and develop practical solutions to support program effectiveness and team success.
11. Collaborate with Directors, Program Managers, Regional Directors, and executive leadership to assess organizational needs and deploy support strategically where it is most needed.

12. Contribute to the development and refinement of internal systems, tools, templates, workflows, and processes to improve efficiency, quality, and cross-program coordination.
13. Represent IPS at meetings, events, trainings, coalition meetings, funder meetings, and partner convenings, as needed.
14. Perform other duties as assigned.

JOB QUALIFICATIONS AND EXPERIENCE:

1. Minimum of five (5) years of experience in public health, nonprofit programs, community-based work, or related field;
2. Demonstrated experience leading or supporting programs, projects, or initiatives, with increasing levels of responsibility;
3. Proven ability to work effectively across teams and step into new program areas with minimal ramp-up time;
4. Strong ability to adapt to shifting priorities and provide support at varying levels (entry, coordinator, or management) based on organizational need;
5. Experience managing multiple priorities and working in dynamic, fast-paced environments;
6. Strong problem-solving skills, with the ability to assess challenges and implement practical solutions;
7. Excellent verbal and written communication skills, with the ability to engage diverse audiences including staff, partners, and community members;
8. Demonstrated ability to build and maintain positive, trust-based relationships both internally and externally;
9. Experience facilitating meetings, trainings, or group processes;
10. Ability to synthesize information, data, and feedback into clear, actionable insights;
11. Proficiency in Microsoft Office Suite and standard project management and communication tools;
12. Willingness and ability to travel regularly across San Diego, Los Angeles, and San Bernardino counties, including occasional evenings or weekends, based on program needs.

DESIRED QUALIFICATIONS:

1. Experience with community-level prevention strategies and upstream public health approaches;
2. Familiarity with grant-funded programs, contracts, and reporting requirements;
3. Experience supervising staff or providing team leadership;
4. Bilingual capacity.

This job description describes the general nature and level of work of this position. This is not a complete list of all responsibilities, duties and skills required. All IPS employees may be required to perform duties outside of their normal responsibilities from time to time.

Must have a valid California Driver's License, access to a reliable vehicle for work-related travel, and provide proof of valid auto insurance.

Position will require FBI background check/fingerprinting and drug testing. However, **lived experience should not deter anyone from applying.**