



**JOB TITLE: Program Director**  
**REPORTS TO: Executive Director**  
**STATUS: Full-time/exempt**  
**HIRING RANGE: \$90,000 - \$97,000**

**Position Summary:**

Second Wind Fund (SWF) is a 501(c)(3) Colorado-based nonprofit organization whose mission is to reduce the incidence of suicide in children and youth by removing the financial and social barriers to treatment. SWF services are provided across Colorado. Since 2002, SWF has provided life-saving services to over 9,000 Colorado youth.

The primary role of the Program Director is to provide oversight, leadership, and development of all programmatic activities for Second Wind Fund. The Program Director assesses program needs, develops, implements and manages program-related policies and procedures related to the client referral system, the authorization and training of providers, the authorization of all provider claims/billing, program reporting, research and other program areas, ensuring all program objectives are met. The Program Director is also the primary lead on communications with program providers, school mental health staff, community mental health agencies, and other referral sources and resources on therapy-related issues. The Program Director reports to the Executive Director and supervises the program team.

SWF is seeking a full-time position, 40 hours per week, physically based in either Denver or Grand Junction, CO, with statewide programmatic oversight responsibility. Salary is commensurate with experience.

**Principal Responsibilities:**

- Oversee the strategic direction and daily operations of the Second Wind Fund program team, ensuring alignment with organizational mission, vision and strategic plan.
- Provide leadership and support to program staff, including guidance, coaching and mentorship, training, evaluation, and oversight.
  - Oversee the youth referral process.
  - Oversee the provider onboarding process including qualifications review, contracting, and questions.
  - Oversee ongoing provider updates and support, including liability insurance, continuing education and training, and licensure renewal.
  - Provide resolution on issues such as follow-up therapeutic resources, language competencies, resource navigation, etc.
- Administer and manage CRM system, ensuring accurate program data input and output, including managing regular system updates, optimization, and troubleshooting.
- Organize SWF program data for use by SWF team members as well as external audiences.
- Develop, implement, and regularly review policies and procedures, ensuring best practices and alignment with organizational goals and operations.
- Collaborate with various agencies ranging from major school districts to small nonprofit organizations.
- Work as the primary lead with the data collector(s), program providers, and other relevant stakeholders to ensure that both narrative and quantitative data are accurately and consistently collected on SWF clients.
- Serve as the primary SWF team liaison to support the Program Committee of the Board of Directors.
- Regularly attend related community events, committee meetings, summits, conferences, etc. related to suicide prevention and youth mental health.
- Responsible for other tasks related to programming including grant administration and reporting, public speaking with public and specialized audiences, and representing the organization at community events.
- Providing leadership to find, evaluate and implement opportunities to further diversity, equity, inclusion, and belonging as it relates to all SWF programmatic processes and partners.
- Perform other tasks as assigned by Executive Director.

**Qualifications and Requirements:**

- Master's degree in social work, psychology, counseling, or related area.
- Clinical experience strongly preferred.
- At least five years of experience with program management, development and evaluation in mental health, human services, or related field.

- Knowledge and experience with mental health programming and services, and the ability to develop expertise on suicide-related issues as well as resources related to mental health services in SWF areas.
- Engage and participate in SWF's Diversity, Equity, Inclusion, and Belonging efforts.
- Microsoft Office Suite software proficiency and knowledge of internet and database applications.

**Benefits:**

- Medical, dental, and life insurance benefits offered are offered on the 1<sup>st</sup> of the month after working 30 days.
- Matching 401k, up to 3% of salary, 100% vested after 30 days of employment.
- Flexible schedule with generous paid time off, including 10 paid holidays.
- Monthly stipend for technology and mental health.
- Hybrid in-office and remote work options available.
- Full use of all amenities available at The Colorado Health Capitol: office space, garage parking, gym, bike storage, etc. For more information: <https://healthcapitol.org/>.

**Second Wind Fund does not discriminate on the basis of age, race, gender, sexual orientation, religion, disability, veteran status, or any other status protected by federal, state, or local law.**

**To apply: Please submit a cover letter and resume to: [careers@thesecondwindfund.org](mailto:careers@thesecondwindfund.org)**