

Program Director

Location: COPE Outreach Center, Elkhorn, NE

Hours: 20–30 hours/week, mostly in-person with some remote flexibility

Schedule: Weekdays; Occasional Saturday or one evening per week may be required

Compensation: Hourly rate commensurate with experience (no benefits)

COPE is seeking a dynamic and mission-driven Program Director to lead and grow our housing stability initiatives. This part-time role is ideal for someone with a passion for community impact, a collaborative spirit, and a strong background in nonprofit program management.

Key Responsibilities

- Design and oversee housing stability programs that support client success
- Supervise and support case management staff and volunteers
- Manage program data, reporting, and evaluation
- Maintain and optimize client databases and donor management platforms
- Lead grant writing and grant management efforts
- Collaborate with community partners and stakeholders
- Ensure program compliance and alignment with COPE's mission

Qualifications

- Master's degree in Social Work (MSW), Public Administration, or a related field
- – OR –
- Bachelor's degree in a relevant field with 3–5 years of experience in nonprofit program leadership, housing stability, or case management
- Proven experience in nonprofit program leadership, especially in housing stability or related fields
- Strong understanding of case management, program design, and evaluation
- Proficiency in Microsoft Office Suite
- Proficiency in data systems, client databases, and donor platforms
- Experience with grant writing and grant reporting
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Flexible and adaptable to occasional evening or weekend hours

Competencies

- Leadership
- Critical Thinking
- Adaptability
- Relationship Builder
- Resilience

Work Environment

This role is primarily based at our Outreach Center, with some flexibility for remote work. Must have reliable transportation to and around western Douglas County. We are a volunteer-driven organization that values dignity, compassion, and community.

FIND OUT ABOUT COPE:
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