

## **Job Description-Program Director-Case Management**

**Position:** Program Director-Case Management

**Reports to:** Executive Director

**Status:** Full-time non-exempt

**SALARY:** \$80,000-\$95,000 annually

**LOCATION:** Marin City, CA

**Are you passionate about helping others through the nonprofit sector? Are you ready to grow your career with an organization that has a mission dedicated to enhancing community development and self-sufficiency through employment services, mental health support, and financial education? Then this role may be a perfect fit!**

### **Position Overview**

The Marin City Community Development Corporation (MCCDC), nonprofit 501(c)(3), is seeking a Program Director-Case Management. Under the direction of and reporting to the Executive Director (ED). The Program Director – Case Management provides strategic leadership, oversight, and direction for all case management programs and staff. This position ensures high-quality, client-centered service delivery that aligns with the organization’s mission, goals, and compliance standards. The Director is responsible for program design, evaluation, staffing, budgeting, and collaboration with community partners to promote positive outcomes for clients.

### **Essential Duties and Responsibilities**

#### **Leadership & Management**

- Oversee daily operations of the case management department, ensuring efficient and effective delivery of services.
- Supervise and support case managers, program supervisors, and administrative staff.
- Develop and implement policies, procedures, and performance standards consistent with best practices and regulatory requirements.
- Foster a collaborative, trauma-informed, and culturally responsive work environment.

#### **Program Development & Oversight**

- Design and implement case management programs and interventions that address client needs and achieve measurable outcomes.
- Monitor program performance through data collection, reporting, and continuous quality improvement activities.



- Develop and maintain partnerships with community agencies, service providers, and stakeholders to enhance resources for clients.
- Ensure compliance with all funding, licensing, and accreditation requirements.

**Budgeting & Administration**

- Prepare and manage annual program budgets, ensuring fiscal responsibility and adherence to funding guidelines.
- Assist with grant writing, reporting, and program audits.
- Maintain accurate and confidential records in accordance with organizational and legal standards.

**Staff Development & Training**

- Recruit, train, and evaluate case management personnel.
- Provide coaching, mentorship, and professional development opportunities.
- Facilitate regular staff meetings and case conferences.

**Community Engagement & Advocacy**

- Represent the organization in community meetings, coalitions, and outreach events.
- Advocate for client needs and systemic change that supports equitable access to services.

**Qualifications**

- Minimum 2-3 years of progressively responsible experience in case management, social services, or program administration; nonprofit work experience helpful.
- 2-3 years of supervisory experience managing/leading professional staff and/or community programs
- Bachelor's degree in Social Work, Psychology, Human Services, or related field desired
- Strong understanding of case management principles, trauma-informed care, and outcome measurement.
- Excellent leadership, communication, and problem-solving skills.
- Experience with budgeting, data management systems, and compliance reporting.
- Ability to work effectively with diverse populations and community partners.
- Highest degree of integrity, professionalism, diplomacy and discretion.
- Misc. projects and duties as assigned.

**Work Environment**

- Office-based with frequent travel to program sites and community meetings.
- Occasional evening or weekend hours may be required



**COMMITMENT TO SERVICES FOR ALL:** The hiring organization values a diverse workplace and strongly encourages people of color, LGBTQI+ individuals, people with disabilities, members of ethnic minorities, and individuals of all socioeconomic backgrounds and national origins to apply for the position.

**BENEFITS PACKAGE AVAILABLE!**

If this sounds like the job for you, we would love to help make that happen! To apply, scroll to the bottom and click **'apply'**.

**About Marin City Community Development Corporation**

Since 1979, Marin City CDC has provided employment, educational, and community services to Marin and surrounding counties. Our mission *"Our mission is to enhance social, economic, and climate justice for underserved, marginalized, and low-income people through employment services, mental health, and education."* We successfully fulfill this mission by identifying client needs, designing individual service plans, and invigorating career goals through educational programs and training that works.

**Interested in Applying?**

Send resume, apply online, and learn more about Marin City CDC at: [marincitycdc.org](http://marincitycdc.org)

**Mailing Address:**

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