

SPECIAL REACH

535 Bandera Rd., Suite 200
San Antonio, TX 78228
www.specialreach.org

JOB TITLE:

Director of Programs (full-time, exempt, in-person)

CONTACT:

Send cover letters and résumés to Kim Gerst at admin@specialreach.org

QUALIFICATIONS

- Minimum 5 years of experience in program development and leadership within the nonprofit or human-services sector.
- Strong background in managing direct-service programs for children with developmental differences and their families.
- Demonstrated success in staff supervision, program evaluation, and service-quality improvement.
- Excellent organizational, communication, and interpersonal skills.
- Alignment with neurodiversity-affirming and disability inclusive practices.
- Bachelor's degree required; Master's in education, social work, nonprofit management, or related field preferred.

OVERVIEW

The Director of Programs reports to the President & CEO and oversees the design, implementation, and evaluation of all Special Reach programs. The role ensures delivery of high-quality, inclusive services and leads staff, volunteers, and program innovation. This is an in-person position that involves some evening and weekend work at several locations throughout San Antonio. The ideal candidate is a collaborative leader committed to equity, inclusion, and empowerment for children with intellectual and developmental differences and their families.

PRIMARY RESPONSIBILITIES

Program Leadership & Development

- Design and lead innovative programs aligned with Special Reach's mission and community needs.
- Evaluate and improve program impact through data collection, participant and volunteer feedback, and best practices.
- Maintain fidelity to neurodiversity-affirming values and inclusive frameworks.
- Develop and manage a comprehensive volunteer program essential to successful program delivery, including recruitment, training, scheduling, and recognition.

Staff Supervision & Training

- Supervise program staff and contractors, providing mentorship, guidance, and performance evaluations.
- Coordinate staff onboarding and ongoing professional development.
- Foster a culture of collaboration, accountability, and continuous learning.

Operations & Compliance

- Ensure program activities comply with safety, licensing, and reporting standards.
- Manage program budgets in collaboration with the President & CEO and finance staff.
- Maintain accurate records and reports for grants, partners, and internal tracking.

Community Engagement & Partnerships

- Collaborate with schools, nonprofits, and community organizations to expand reach and strengthen services.
- Represent Special Reach at events, coalitions, resource fairs, and forums that promote awareness and inclusion.

Strategic Planning & Innovation

- Contribute to organizational strategy, growth planning, and vision-setting.
- Identify new opportunities for impact and service-delivery innovation.
- Prepare program updates for the Board of Directors and funders as needed.

SALARY AND BENEFITS

- Salary range: \$60,000 – \$75,000, commensurate with experience and expertise.
- Health, dental, and vision insurance.
- Retirement benefits.
- At least nine (9) paid holidays annually.
- Agency-wide year-end closure.
- Average of 96 hours of Paid Time Off (PTO) annually for vacation, personal, or sick time.

WORK ENVIRONMENT

This role involves both office and some outdoor settings. Candidates must be able to perform essential duties in a climate-controlled office environment and in outdoor conditions that may vary with the weather.

If you are passionate about making a difference in the lives of children with developmental differences and thrive in a collaborative, mission-driven environment, we encourage you to apply.