



JOB POSTING

Last Revised: 08/2026

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JOB TITLE:	Sr. Program Director/State Refugee Coordinator		
PROGRAM:	Idaho Office for Refugees		
LOCATION:	Jannus, Inc		
STATUS/HOURS:	☒ Full Time ☐ Part Time		
REGULAR WORK SCHEDULE:	Days: Mon thru Fri	<u>40</u> Hours per week	<u>100</u> % FTE
FLSA STATUS:	☒ Exempt ☐ Non Exempt	Hours: 8 a.m. to 5 p.m.	
EEO CLASSIFICATION:	☒ Off & Mgr ☐ Prof Admin Serv ☐ Service Wrkr ☐ Tech	Worker's Comp:	☐ 8864 ☒ 8810
REPORTS TO:	Jannus Executive Director		

Since 1975, Idaho's resettlement program has welcomed families and individuals seeking safety from persecution. The Idaho Office for Refugees, a program of Jannus, Inc. is the designated organization to oversee refugee resettlement in the state of Idaho, in partnership with resettlement agencies in Boise and Twin Falls. Our mission is to welcome and support people granted refuge in the United States by providing opportunities for education, civic engagement, economic advancement, and belonging.

Jannus, Inc is seeking a dynamic, collaborative, outcome-driven leader to coordinate and oversee refugee resettlement in the State of Idaho as the Senior Program Director for the Idaho Office for Refugees. We are looking for someone with experience leading high-functioning teams, maintaining and continually improving team culture, and a background in refugee resettlement

The ideal candidate will have a background and knowledge of local and federal funding and policies. A track record of building relationships with ethnic communities, policy makers, faith-based organizations, and community partners. As well as experience in diplomacy and bringing together sometimes divergent groups. The role also requires vision, resilience, and flexibility to navigate the current landscape of refugee resettlement.

Position Summary:

The Program Director is responsible for developing, managing, and leading the operations, growth, compliance, and sustainability of the program, as well as other projects and initiatives. This role is responsible for ensuring positive outcomes in accordance with the individual program missions and goals.

Essential Duties & Responsibilities:

Commitment to fostering Jannus Culture:

An unwavering commitment to providing a safe and welcoming environment for staff and clients is at the heart of Jannus. We embrace and celebrate the voices of our staff, partners, volunteers, and the communities we serve as reflected in our dedication to furthering these values through our policies, programs, and all that we do.

Strategic Planning and Organizational Design:

- Create and set the vision, program goals and objectives in alignment with the Jannus mission and vision.
- Ensure the ongoing fiscal and programmatic sustainability of the program.
- Develop and maintain funding sources, including unrestricted funds, fundraising funds, investments funds, and all other program funds to maximize program stability.
- Develop, maintain, and update standard operating procedures for the program.
- Identify opportunities for new project development consistent with program goals and objectives.
- Create polished grant narrative drafts and budgets to collaborate with the Grants Manager for successful grant applications.
 - Work with the Grants Manager to ensure the final application is complete and accurate before submission.
 - Work with the Grants Manager to ensure successful submission of all grant applications.
- Inspire, lead, support and maintain an environment and team accountability and positive culture.

Program Performance, Compliance, and Reporting:

- Develop strategies, methods, and procedures to ensure and track the quality, and effectiveness of all programs, and to meet or exceed projected program goals, objectives, and outcomes.
- Understand terms and conditions of all grant awards and ensure programmatic compliance with funding agency terms and conditions, as well as all applicable grant/contract rules, regulations, principles, and standards.
- Develop program budgets and ensure that programmatic expenditures are consistent with approved budgets.
- Meet regularly with fiscal staff to review financial statements and develop appropriate corrective actions (if necessary) to ensure programmatic expenditures reflect approved budgets and comply with applicable award terms and conditions.
- Develop (when needed) requests for proposals and subcontracts necessary to carry out program objectives.
 - Obtain appropriate approvals for the issuance of all subcontracts and other legally binding agreements with subcontractors or other outside agencies in fulfillment of program work.
- Manage subcontracts/subawards necessary to meet objectives of the program.
 - Monitor performance of subcontractor agencies to ensure performance, reporting, invoicing, and compliance with all terms of agreements.

- Submit (or ensure submission of) all required programmatic reports to funding agencies and other reports, as appropriate, to internal and external stakeholders by specified deadlines.
- Promote an environment among staff where the highest ethical standards are expected and lived, where compliance with organizational policy and the rules and regulations that govern the organization are the norm, and where business relationships are based on open, professional and respectful communications.

Relationships and Communication:

- Update the Jannus Leadership Team, the Board of Directors, Shared Services Team, and other stakeholders in an accurate, thorough, appropriate, and timely manner.
- Proactively communicate program results, operations, and/or other information that may affect the program, other programs, or Jannus including, but not limited to, high profile or otherwise significant program activities, events, relationships, or other matters.
- Develop/maintain cooperative working relationships within Jannus and with community organizations to gain support and promote linkages with other agencies.
- Ensure timely, effective, and professional communication with funders, partners and other key stakeholders of the program and the organization.
- Ensure that all communication through conventional and social media complies with Jannus policies and procedures.
- Ensure outreach and service efforts related to boards, associations, councils, etc., that align with the program objectives and outcome.

Human Resource Management:

- Manage staff employed within the program including recruiting, training/professional development, coaching, mentoring, strategic support, and performance management.
 - This includes regular performance feedback, reviews, and succession planning.
- Lead and collaborate with staff to develop and maintain effective, positive relationships with community organizations, volunteers, and volunteer stations.
- Coordinate with program managers and other stakeholders to create detailed implementation plans.
 - This includes deadlines, milestones, processes, and risk mitigation protocols.
- Be aware of and hold all staff, volunteers, and contractors accountable for working within applicable grant/contract requirements and Jannus policies and procedures.
- Regular and predictable attendance required.

Risk Management:

- Responsible for reviewing, training, and following Jannus policies and procedures.
 - This includes holding team members accountable for following policies and procedures.
- Responsible for the awareness, management, and communication within Jannus of risk to employees, clients, volunteers, the program, and Jannus that may arise during program operations.

- o These may include but are not limited to financial, personal safety, economic, human resource, political or legal risks.

Qualification Requirements:

- A strong commitment to the missions of Jannus, Inc
- Proven ability to develop and maintain collaborative relationships and conduct outreach with an array of individuals and organizations
- Excellent communication skills, including the ability to convey technical information clearly to a range of audiences both in writing and through public speaking
- Demonstrated ability to interpret and comply with complex grant (or contract) requirements
- Demonstrated ability to interpret and comply with complex State and Federal statutes and regulations
- Demonstrated ability to manage a large budget
- Highest level of integrity and willingness to manage the program within the grant (or contract) requirements and to comply with all Jannus policies and procedures
- Demonstrated experience leading a team of professional employees, including recruiting, training, supervising and developing staff
- Ability to pass a criminal history background check

EDUCATION: Minimum Qualifications: Bachelor's degree with a minimum of 5 years of relevant experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

WORKING CONDITIONS:

Works in a general office environment, with work from home as necessary to support the health and safety of the workplace.

PHYSICAL REQUIREMENTS: Must be able to travel to, and attend, conferences, and meetings in varied weather conditions. Must be able to operate a computer, phone, and other office equipment for extended periods of time. May be required to lift to 25 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of this job.

TO APPLY:

Complete the required Jannus, Inc. Employment Application available at www.jannus.org. If you need any support completing the application, please reach out to Jannus HR at 208.336.5533. Applications will be accepted through September 20, 2026.

Jannus, Inc. is an Equal Employment Opportunity Employer

Jannus does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided based on qualifications, merit, and business need.