

POSITIONS AVAILABLE

Director of Programs

605 Building

6/24/08

Summary: The Director of Programs is responsible for the effective and cost-efficient delivery of all direct service programs at Family Shelter Service, and ensures quality and consistency at all locations. The Director of Programs supervises program directors; reviews goals and service hours; develops new programs in collaboration with program directors; writes government grants, private and corporate foundation grants, and the United Way; manages government grants and grant reporting; and ensures accurate and timely data reports.

Hours are:

40 hours per week

Qualifications:

1. Leadership skills – Proven leadership skills in an organization; professional, flexible, commitment to collaborative work environment
2. Experience – Prefer 5 years of progressive responsibility in program management
3. Obtains and maintains CDVP credentials
4. Education – Master's degree in social work, counseling, related field or equivalent work experience

SEE ATTACHED JOB DESCRIPTION

Family Shelter Service Position Description

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Duties and Responsibilities:

1. Responsible for administration of FSS' direct service programs
2. Provides timely and accurate reports on services.
3. Supervises program directors.
4. Writes government grants, private and corporate foundation grants, and United Way proposals. Writes interim reports to funders.
5. In collaboration with program directors, coordinates government grants (VOCA and VAWA). Oversees Infonet reporting and assists program directors in obtaining and reviewing Infonet reports.
6. Represents FSS at ICADV and other collaborations and partnerships as appropriate.
7. Ensures program quality and effectiveness through development of and timely review of outcome measures and client satisfaction surveys.
8. Assists in budget preparation and manages program budgets.
9. As a member of the Management Team, makes recommendations for agency level change.

Relationships:

1. Reports to the Executive Director
2. Supervises Program Directors, including residential services, counseling and clinical services, and community advocacy directors
3. Establishes and maintains contacts with governmental oversight and ICADV
4. Acts as staff liaison with the board strategic planning and other areas as appropriate

Qualifications and Characteristics:

1. Leadership skills – Proven leadership skills in an organization; professional, flexible, commitment to collaborative work environment
2. Experience – Prefer 5 years of progressive responsibility in program management
3. Obtains and maintains CDVP credentials
4. Education – Master's degree in social work, counseling, related field or equivalent work experience
5. Technical – Excellent verbal and written communication skills
6. Social skills – Must be able to respond appropriately in varied situations; must be able to function well with minimal supervision

Classification Status: Exempt