



A Full Service Intimate Partner Violence Intervention & Prevention Program

POSITION: Program Director

COMPENSATION: \$43,000-45,000 annually, 100% paid Medical & Dental, Generous PTO & Holiday

EMPLOYMENT STATUS: Full Time, Hourly, Benefits

REPORTS TO: Executive Director/Board of Directors

ORGANIZATIONAL DESCRIPTION: Safe Embrace is a 501(c)(3) Nonprofit Corporation that has been serving the Reno-Sparks community for more than 16 years. We are committed to ending the cycle of intimate partner violence through innovative prevention and intervention services. Safe Embrace operates a 24hr. Crisis Hotline, 90 day emergency shelter, and a transitional housing program. We facilitate public survivor support groups, and provide individualized advocacy, case management support, and therapy. All of our survivor services and programs are focused on healing, empowerment and self-esteem building. Safe Embrace also works at the grassroots-level to educate our community about the issues of Domestic Violence, Intimate Partner Violence, Sexual Assault, Teen Dating Violence, and Stalking.

NOTE TO APPLICANTS: All applications must be submitted to employment@safeembrace.org with the title of the position in the subject line. Only candidates who meet the minimum qualifications with complete applications will be considered (formal cover letter, resume, and references).

JOB DESCRIPTION: The Program Director's primary responsibility is the day-to-day management of all direct client service and outreach programs, program staff, and volunteers (with the exception of the Clinical Program). The Program Director will support the client service staff that (s)he supervises by answering crisis calls, performing individual case management, facilitating support/education groups, and by providing public & housing program crisis intervention support. As a member of the senior management team, the Program Director will also play a key role in the identification of programing gaps, expanding existing programs, developing new prevention and intervention programs, and assisting in the development of grant proposals for programs.

THE KEY DUTIES AND RESPONSIBILITIES:

The specific duties include, but are not limited to:

Management

- Responsible for the management of day-to-day client-services.
- Hire, train, supervise, and evaluate all direct client service staff.
- Oversee the recruitment, training, scheduling and supervision of SE volunteers. Establish and maintain relationships with all volunteers.
- Responsible for the morale, well-being, professional quality and performance of SE client-service program staff and volunteers.
- Ensure adherence to SE policies, procedures, and values/mission/vision.
- Communicate success, concerns, opportunities, challenges and failures with Executive Director daily.
- Schedule and facilitate weekly client staffing meetings.
- Produce/submit detailed monthly report on programs for Board of Directors.
- Support and/or lead agency outreach and events. Represent Safe Embrace with professionalism and courtesy.
- Responsible for the care, condition, maintenance, and repair of residential facilities and company vehicles.

Program Administration

- Ensure that each program adheres to funding source (grant/foundation) guidelines, requirements, and scope of work. Make adjustments as necessary (ex: revised SOWs, budgets, etc.).
- Prepare and submit all monthly/quarterly/annual reports required by funding source (grant) administrators (with the support of the Office Manager, Executive Director, and Board of Directors members).

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- Gather program spending/expense data, monitor approved program budgets, reconcile spending & budgets with Office Manager, and make adjustments as necessary (ex: budget revisions).
- Participate in the creation of the annual budget and program grant proposals to ensure that program needs are met.

Program Development, Monitoring & Evaluation

- Develop systems to measure service and track trends. Provide ongoing monitoring and evaluation of programs and direct client service staff to ensure that the highest quality of service is being delivered.
- With the support of the Board of Directors Programs Committee and approval of Executive Director, develop/adapt survivor-focused policies, procedures, processes, and systems for all Safe Embrace programs on an ongoing basis.
- Monitor national efforts, industry best practices, and local community services to identify unmet community needs, underserved and at-risk populations. Work with Executive Director and Board of Directors Programs Committee to develop innovative new programs targeting these needs.

Fundraising & Public Relations

- Through presentations, speaking engagements and written communications, build and maintain healthy and collaborative organizational relationships with relevant county/municipal/state officials, government entities, related associations, and other community organizations.
- As needed, serve as organizational spokesperson/liaison to further the organizational mission and vision, and advocate for survivors.
- As needed, meet with donors and develop organizational relationships.
- As needed, write grant proposals, and participate in activities that contribute to fund development.

QUALIFICATIONS:

Minimum Qualifications

- Clean Federal/State criminal background check and comprehensive drug screen.
- Bachelor's Degree (preferably in Social Work, Substance Abuse, Nonprofit Management, etc.).
- Must be able to articulate a comprehensive knowledge of the issues of: domestic violence, sexual assault, intimate partner violence, interpersonal violence, trauma, vicarious trauma, generational violence, and cycles of violence.
- 2+ Years of demonstrated experience working with traumatized/at-risk populations in a residential program (DV, SA, mental health, substance abuse, etc.)
- 2+ Years of verifiable supervisory/managerial experience.
- Willingness to lead by example. The Program Director is expected to perform ALL tasks that they require of subordinates, including: answering crisis calls, performing individual case management, facilitating support/education groups, and providing public & housing program crisis intervention support.

Desired Qualifications

- Bilingual (English/Spanish)
- Master's Degree and/or Licensure (MSW, MFT, MA, MS, LADC, LDAC, CDAC, LSW)
- Comprehensive knowledge of local community resources, programs, and processes.
- 2+ Years of management experience which includes recruitment, hiring, training, scheduling, and evaluation of subordinate employees.
- 2+ Years of demonstrated supervisory experience on grant-funded projects, adhering to strict reporting guidelines, SOWs, and budgets.
- 1+ Year of demonstrated experience where responsibilities included recruiting, training and supervising volunteers.
- 1+ Years of demonstrated experience in program design and/or curriculum development.

**APPLICATION PROCESS:**

- Candidates who do not meet the minimum qualifications will not be considered.
- Applications should include a cover letter highlighting interest and qualifications, a resume or CV, and a list of three recent professional references who can attest to candidate's knowledge, skills and abilities. References will only be contacted after a successful in-person interview (candidate will be notified).
- Send applications to employment@safeembrace.org

Safe Embrace celebrates the diversity in our nation, community and staff. We will not discriminate because of political or religious affiliation, race, ethnic, or national origin, age, sexual orientation, economic status, education, marital status or other non-merit factors.
