

CHILDREN FIRST/COMMUNITIES IN SCHOOLS

Job Description

Position Title:	Director of Community Supports
Reports To:	Executive Director
Hours:	37.5 per week, some nights and weekends required
Salary:	\$40,000's
Office Location:	Family Resource Center at Emma
Benefits:	Full

Overall Responsibility

The Director of Community Supports is a member of the senior leadership team and is responsible for ensuring that individual programs effectively contribute to the achievement of the organization's mission. The position works closely with the Executive Director to identify needs and opportunities in the community and develops and oversees programs and activities that meet those needs consistent with the strategic plan. The Director of Community Supports provides leadership for the effective achievement of program and organizational goals, supervising Program Coordinators, ensuring collaboration, communication and quality in all program and personnel activities. The Director of Community Supports also serves on community collaborations related to the mission.

Key Areas of Responsibility

- Provides leadership to program coordinators to support the development and implementation of quality programming that meets organizational goals and moves the organization toward achievement of its mission. Establishes expectations for program coordinators and evaluates progress toward achievement of goals. Creates effective communication strategies to assist with decision-making, problem solving, and planning. Provides encouragement and mentoring support.
- Responsible for providing "big picture" oversight to ensure that program and organizational activities are compatible and consistent with each other, with administrative guidelines, and with organizational policies and procedures.
- Creates a sense of unity and collaboration and facilitates communication between and among programs and administration and ensures open and comprehensive exchange of information as appropriate.
- Collaborates with Resource Development Director and program coordinators to identify sources of funding for programs, establish outcomes for grant applications, and establish systems for record keeping and reporting for grants.
- Works with the Executive Director on the budgeting process for programs and oversees budget development and management with program coordinators to ensure adequate resources are allocated to implement program activities and meet goals. Works with the Executive Director to develop budget projections for program operations.
- Maintains comprehensive knowledge and oversight of grants and contracts that provide revenue to support programs and ensures that program coordinators meet performance and reporting requirements.
- Represents the organization in the community and builds connections for resources, collaboration and visibility. Serves on committees and participates in activities that provide opportunities for promoting the organization and its programs, and support achievement of the organization mission and goals.

- Serves as the organizations CISDM (web-based CIS Data Management system)
- Works with program staff to ensure the program’s facilities are kept maintained.
- Works with the Director of Advocacy to ensure that advocacy is integrated into direct service programs.
- Collaborates with Executive Director and individual program coordinators to envision the future of existing programs and create new programs and activities consistent with the strategic plan.
- Develops an atmosphere of client centered engagement including development and support of community advisory councils as needed.
- Participates in Children First/CIS Staff meetings and events.
- Other duties, as assigned.

Experience Requirements:

- Minimum of Bachelor’s Degree
- Computer literate with experience in data management
- Experience in
 - effective supervision of staff
 - planning and implementation of programs for children and families, including needs assessment and evaluation
 - budget preparation/management and financial planning experience
 - volunteer training and orientation

Skills and Attributes

- Ability to work effectively with people from different backgrounds
- Strong verbal and written communication skills
- A deep commitment to a mission of “empowering children and their families to meet their full potential through advocacy, education and programs and surround students with a community of support, empowering them to stay in school and achieve in life”.
- Commitment to family-centered, strengths-based, and community building model of practice

By signing below I am acknowledging that I understand and agree to this job description.

Signature

Date