



Crisis Intervention Services SE Iowa

Organization: Crisis Intervention Services of SE Iowa

Job: Program Director

Program: Administration

Reports to: Executive Director

Benefits include employer paid health and dental insurance, HRA, Flex benefits, two-weeks of vacation, sick, personal and holiday pay.

At CIS, we celebrate uniqueness; we encourage it, knowing a diverse team is a strong team. CIS does not discriminate based on color, gender, sexual orientation national origin, religion, disability, or age. Employment at CIS is based solely on a person's merit and qualifications directly related to professional competence.

Summary

The Program Director reports to the Executive Director and will help lead the organization's efforts to enhance safety, empower survivors, and promote understanding and social justice within our community. This full-time, salaried role is an administrative position that entails supervision of staff with direct service responsibilities and working with relevant community stakeholders.

This position is responsible for providing operational direction and supervision for all program staff. The Director must possess and exhibit exceptional judgment, excellent verbal and written communication skills, and the ability to supervise and lead a team.

Program Management

- Supervise, mentor, train, and coach teams and supervisory staff to meet the needs of survivors, grantors, and the community.
- Hire Advocates and Supervisors for SASS Sexual Assault Support Services Program and SafePoint Emergency Safe Scattered Site Housing Program.
- Supervise Violent Crime Advocate Support Program.

- Resource, plan, implement and monitor employee professional development and training for all programs, SASS, SafePoint, VCCC including tracking staff certification to align with Coalition requirements.
- Organize training on tenant rights and responsibilities, fair housing laws, communicating with landlords and other pertinent information for staff.
- Coordinate bi-monthly leadership, staff, and committee meetings as assigned.
- Review and approve staff check requests, office expenditures and client assistance.

Program Administration

- Represent the agency at professional and community functions. Attend grant related agency meetings throughout the service area. Produce reports, deliver presentations, and communicate with community partners. Maintain and foster relationships within, across, and external to organizational boundaries.
- Responsible for writing, monitoring, and reporting program specific grants in a timely manner, with completion of grant applications finalized ten days or more prior to the application due date.
- Accountable for ensuring goals and objectives are being met and being measured in an accurate manner.
- Initiates and maintains positive relationships with a wide array of community housing programs, developing strong partnerships to meet the housing needs to survivors.
- Initiates and maintains positive relationships with a network of landlords, educating them about domestic violence, advocating with them on behalf of participants, negotiating leases, providing rental incentives, and assisting with resolving tenant problems as appropriate.
- Creates and maintains an extensive, multi-county database of landlords, low income and affordable housing programs and other relevant community resources.
- Conducts Housing Quality Standard inspections per contract guidelines and advises Supervisor about quality standards.
- Ensures that services provided, and community networking efforts reflect and contribute to agency efforts to promote equity and social justice.

Community Networking

- Maintains positive working relationships with other victim housing, domestic violence, sexual assault, and crime victim agencies in the twelve county SE Iowa region.
- Builds relationships with businesses or other community resources to secure assistance or services for participants and promote CIS services.

Data Integrity

- Supervises staff responsible for complete, accurate and appropriate participant and service data into the agency database.

- Responds to meet data needs identified by the Development Director and Executive Director.

Resource Development

- Provides information and stories as needed by the development team to build donor support and pursue funding opportunities.

Qualifications:

The ideal candidate will have a bachelor's degree in a related field and multiple years of work experience in nonprofit management. Essential skills required are listed below.

- Coaching/Developing Mindset – share knowledge, skills, and expertise to encourage and reinforce individual and professional development. Demonstrated ability to have difficult conversations and remain a neutral party.
- Multi-tasking and Problem Solving – have a strong ability to work under pressure and to prioritize work, meet deadlines and produce quality results on time with attention to detail. Apply critical-thinking skills to solve problems by generating, evaluating, and implementing positive solutions.
- Collaboration – work effectively and constructively with others. Share time, energy, and knowledge with others to ensure they can succeed. Ability to work within a team and provide staff support.
- Effective Communicator – provide regular, consistent, and meaningful information; listening carefully to others and ensure messages are understood.
- Lead with Integrity – instill mutual trust and confidence, create a culture that fosters high standards of ethics, and behave in a fair and ethical manner towards others.
- Strategic Thinker – can develop a broad, big-picture view of the organization and its mission.

Additional Requirements:

Candidate must be committed to completing tasks in a fast-paced environment. All CIS staff should be empathetic, inclusive, and non-judgmental. This position provides leadership and oversight within the agency and communication, flexibility and decision-making skills are crucial.

Providing services across multiple counties requires that this position have a valid driver's license, a good driving record and ongoing CIS to a reliable and insured personal vehicle. As part of the hiring process, we complete a background check.

Upon hire, all staff must successfully complete the 32-hour CIS victim advocacy training and continued training as needed/requested to maintain IowaCASA, ICADV and ICCV requirements and to meet the requirements of Chapter 915.20 of the Iowa Code and membership standards of these three agencies.

**Interested persons please send resume and cover letter to Sondra Prochaska at
SondraP@stopdvsa.org**