

P.O. Box 2114

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**of Cumberland County**

 Director of Family Promise of Cumberland County

 Position Description

**Objective:**

To provide case management to homeless families and to coordinate the components of the Family Promise program-(Host and Support Congregations, volunteers, referrals to supporting agencies, Day Center and transportation) to provide services for our homeless guest families. To facilitate community support of our 501 (C) 3 non-profit organization by increasing awareness of our mission and assisting in fund development activities. See [www.familypromise.org](http://www.familypromise.org) for additional information.

**Responsibilities:**

**Case Management**

\* Interview and screen prospective guest families.

\* Develop customized and comprehensive family plan for each guest family.

\* Assist families in finding appropriate community based resources for training, employment,

 entitlements and housing.

\* Monitor guest progress and compliance with program requirements.

\* Advocate for guests, refer families to other agencies as appropriate, and monitor progress of families that successfully graduate from the program.

\* Maintain a resource of local agencies for guests and those who do not qualify for the program.

**Community Organizing & Involvement**

\* Maintain regular contact with Volunteer Coordinators from each network congregation.

\* Develop and maintain relationships between network congregation clergy and program.

\* Recruit additional congregations and volunteers for inclusion in the network.

\* Train Volunteer Coordinators and other congregational volunteers.

\* Facilitate regular Volunteer Coordinator meetings.

\* Coordinate master schedule of host and support congregations. Resolve schedule conflicts.

\* Manage communications via phone, email, newsletter to various constituencies. Maintain program database, write press releases and newsletter, and update website and facebook pages.

\* Seeks out opportunities to and conducts presentations about the program to congregations, organizations, and other social service agencies.

\* Develop relationships with other social services agencies and participate in provider groups and forums related to homelessness and family support.

\* Represent Family Promise of Cumberland County to the public and media.

\* Develop strategies to educate the public about homelessness and poverty.

**Resource Development**

\* Provide leadership and direction in the creation of a comprehensive fund development plan for the Board of Directors.

\* Write/edit private foundation and corporate grants in cooperation with the Fund Development Committee.

\* Act as point person for annual major fundraising events.

\* Lead the Board of Directors in strategic fundraising initiatives.

**Organizational Leadership**

\* Maintain policy and procedure manuals, including those for volunteers and participating congregations.

\* Maintain records on affiliate operations and guest progress.

\* Provide reports for use in fundraising, marketing, and Board decision making.

\* Manage daily expenses and other operational duties, including the upkeep of the Day Center through volunteers and contractors.

\* Maintain thorough financial records for review and audit.

\* Propose and maintain a balanced budget in cooperation with the Board and Treasurer.

\* Attend CEAS Committee meetings, educational forums, webinars, training sessions, and the annual Family Promise national conference (paid for by the organization).

\* Be on call to handle emergencies during off-hours as scheduled.

**Support Board of Directors**

\* Work with the Executive Committee to plan board meetings, retreats, and strategic planning.

\* Work with the board committees to achieve the mission of Family Promise of Cumberland County.

\* Provides a monthly report to the board on the progress of the families and the program.

**Education and Experience**

\* Bachelor of Arts or Science Degree, preferably in management or social services. M.S.W preferred. Experience may be considered in lieu of degree.

\* Three years of experience in social service, advocacy, community organizing, or non-profit environment- preferably working with the homeless or families in crisis.

\* Experience in volunteer management and non-profit fundraising desirable.

\* Knowledgeable of social service resources in Cumberland County and the surrounding communities.

**Skills**

\* Competent user of information technology including hardware, software, and the internet.

\* Strong networking and oral and written communication skills: ability to proactively cultivate relationships and make presentations to large groups.

\* Strong planning and organizational skills: ability to manage multiple competing priorities; experience working with policies and procedures; experience developing and tracking budgets.

\* Strong interpersonal skills: ability to work effectively with a wide range of people, create consensus, and resolve conflicts in a positive and constructive manner.

\* Strong leadership skills: ability to make decisions, problem solve, delegate tasks effectively, and follow through with responsibilities.

\* Counseling skills: ability and experience in counseling clients in a social services setting.

\* Financial acumen: ability to create budgets and variance reports; manage expenses to budgetary figures; and anticipate and plan financial expenditures.

**Work Hours**

The Director of Family Promise of Cumberland County is a full-time salaried employee. During the first 6 to eight months of our new affiliate, additional hours will be required for start-up activities. The Director is on call for emergencies. Some nights and weekend work will be required due to community organizing, training, and other meetings, with flexed time off during the standard work week. Telecommuting may be acceptable on occasion.