



Job Description

Available Position: Program Director

Status: Full-time w/ benefits (Health & Dental Insurance, 401K, Paid Time Off)

Department: Life Lines (Serving Foster Care Youth)

Reports to: Executive Director

Primary Duties and Essential Functions:

Responsible for on-going development of a comprehensive department rendering housing and support services for approximately 150 current and former foster care youth each year, which includes:

- Identifying current gaps in service for transitioning foster care youth and designing programs and supports to address those gaps
- Forming partnerships and securing necessary program funding
- Leading a team of 10+ employees
- Writing new and recurring grants necessary to maintain and enhance department growth
- Ensuring quality service delivery and staff development
- Ensuring contractual compliance for numerous funding sources in support of transitional, permanent and special needs housing projects, case management services, and the development of social enterprises
- Managing departmental finances
- Designing and implementing events to highlight new program developments
- Engaging in advocacy, monitoring legislative developments relevant to the needs of emancipating foster care youth. Participating on committees addressing the needs of foster care youth in Delaware, and responding to external stakeholders as needed
- Coordinating large scale volunteer projects
- Reporting on outcome-based data collection related to departmental goals
- Establishing and monitoring program goals and objectives, policies, procedures, and evaluation plans



Minimum Qualifications:

Bachelor's Degree in Organizational Leadership, Social Work or related field, plus 5 years of demonstrated success in program development (Master's Degree preferred).

Additional Qualifications:

- Highly motivated & able to work effectively with minimal supervision.
- Demonstrated success in grant proposal writing.
- Demonstrated counseling/case management skills
- Excellent written and verbal communication skills
- Excellent leadership and relational skills
- Ability to handle multiple tasks and meet deadlines
- Excellent organizational, prioritizing and administrative skills
- Knowledge of the foster care system and local resources
- Ability to work with diverse populations, community, and professional groups.
- Demonstrated ability in crisis intervention
- Experience using problem-solving techniques and conflict resolution skills
- Valid Delaware driver's license
- Employment contingent upon successful criminal background check

If interested, please reach out to Onie Hall at ohall@westendnh.org. No phone calls, please.