SOUTH CENTRAL COMMUNITY ACTION PARTNERSHIP
Twin Falls Idaho
JOB DESCRIPTION 6/24

POSITION TITLE: Community Services Director

SALARY: Exempt Range: $56,160 to $60,320

RESPONSIBLE TO: Chief Executive Officer

JOB SUMMARY:
Responsible for providing daily management and supervision of staff who implement anti-poverty programs within our multi-county area. Develop grants, monitor, evaluate and report grant activities. Reviews contracts for compliance with state and federal regulations. Train and evaluate staff annually, while providing opportunities for regular communication and advancement. Ability to manage high profile programs representing maximum liability. Must demonstrate ability to operate program in a cost-effective manner in relation to available funding. Ability to communicate with multiple funding sources and groups working toward a common goal. Functions as a team player to provide expertise and recommendations for program development or program enhancement while communicating on a regular basis with administration. Maintains open communication with State and or Federal liaisons or counterparts. Engage in community level impact groups that support systemic solutions effecting low-income.

DUTIES AND RESPONSIBILITIES:

1.   Implements and evaluates assigned community service programs and functions within associated annual budget of $1,000,000 or more. Programs and budgets to include, but not limited to:
   A. Community Services Block Grant
   B. Emergency Solution Program(s)
   C. Rapid Re-Housing Program(s)
   D. Homelessness Prevention Program(s)
   E. The Emergency Food Assistance Program (TEFAP)
   F. Foundation Grants (Financial and Private Institutions)
   G. Non-Federal Cash Donations
   H. Other related projects received by SCCAP

2.   Supervises Family Stability Program and Food Program Support staff, using accepted management practices to include staff development/training, support, and evaluation. Participates and provides recommendations in the acquisition and suspension or termination processes of Family Stability Program and Food Program Staff in accordance with SCCAP's Policies and Procedures.

3. Communicates regularly with various funding sources in order to secure information and relationships for future funding.

4.

    Explore and pursue funding to support current and/or needed program objectives--completing grant applications as necessary.

5. Leads the development of needs assessment tools to properly assess the needs of the population served for grant and program development: Makes recommendations to Board of Directors and CEO based upon assessment results in correlation to agency Strategic Plan, Program evaluation and previously established policies/procedures and guidelines.

6. Completes needs assessments in accordance with the Organizational Performance Standards, aligning with SCCAP Strategic Plan and Results Orientated Management Accountability (ROMA)

7. Responsible for Family Stability Programs evaluations, to include results and outcomes achieved as required by CSBG contract and Organizational Performance Standards.

8. Assures all program goals and objectives are on track with proposed operation plans and make adjustments accordingly.

9. Compile all needed data to prepare and submit required/requested reports at specified times for various programs. Ensure all data reported is documented to support outcomes.

10. Accepts speaking engagements for educational purposes for community groups, and expand public relations, increasing public awareness and understanding of agency programs and their impact for low-income participants.

11. Submits final draft of all reports/proposals to CEO for review and approval.

12. Develop and strengthen community support for programs by establishing and maintaining contacts with community leaders, resource agencies and providers. You're encouraged to serve on committees, boards, coalitions and advisory groups working to effect community impact projects.

13. Coordinate and/or participate on community forums addressing issues affecting community health and wellness in connection with results from agency needs assessment.

14. Oversee The Temporary Emergency Food Program and other food related programs operated by SCCAP.

15.   Organize and promote SCCAP's annual 60 Hours to Fight Hunger event held annually in November & assist with Empty Bowls fund raiser in April.

16.   Attend necessary/pertinent training in that may enhance abilities that positively impact responsibilities.

17.   Maintain an accurate log of daily activities.

18.   Performs other duties as assigned.

REQUIRED QUALIFICATIONS:

1.   EDUCATION: B.S. or B.A. degree from an accredited college or university; applicable major preferred.
2.   EXPERIENCE: Three to five years related experience or equivalent combination of education and experience which provides the applicant with the desired skills, abilities and knowledge to perform the job. Demonstrated successful experience in grant writing and management. Prefer experience with computerized operations and with effective communication, including public speaking.
3.   ABLILITIES: Grantsmanship, staff supervision, program and volunteer development, budgeting, high level of written and oral communication, networking and advocacy.
4.   Demonstrates ability to lead various entities toward a common goal.

MINIMUM QUALIFICATIONS:

1.   Minimum three to five years managing and supervising staff.
2.   Public speaking skills
3.   Willingness to advocate on the behalf of low-income groups
4.   Demonstrates strong problem solving and critical thinking skills
5.   Must have valid driver's license and required auto insurance
6.   Ability to lift correctly 35 pounds

I have explained, in detail, the duties and responsibilities of this position to this employee.

_____   _____

IMMEDIATE SUPERVISOR'S SIGNATURE   DATE

I have read this Job Description, understand its requirements and agree to perform to its duties and standards.

_____   _____

EMPLOYEE'S SIGNATURE   DATE