



JOB DESCRIPTION - STAMFORD CENTER DIRECTOR (full-time)

SUMMARY: As a member of leadership team, the Stamford Center Director is responsible for overseeing all operations. S/he will be the key external face of SJPC in the Stamford community. In this, the Stamford Center Director will report to the Executive Director.

Saint Joseph Parenting Center's (SJPC) mission is to strengthen families that are at risk of child abuse and neglect by providing parenting education and support.

SPECIFIC RESPONSIBILITIES:

The Stamford Center Director will be responsible for the operational success of all SJPC's programs ensuring seamless team management and development, program delivery, and quality control and evaluation. The Center Director is responsible for the daily operations of the Stamford SJPC.

Leadership & Management:

1. Assist the Executive Director in achieving the organization's long-range strategy to achieve its mission potential by expanding support to parents throughout the Stamford area.
2. Assists Executive Director in developing/improving all programs, volunteer recruitment and center plans and policies authorized by the Board of Directors.
3. Track progress and regularly evaluate program components so to measure successes that can be effectively communicated to the board, funders, and other constituents.
4. Support Program Director managing case managers, tracking program outcomes/metrics, and ensuring program health.
5. Oversee volunteer recruitment for all Stamford Parenting Programs and administrative needs.
6. Accountable to create and promote a positive, multicultural work environment that attracts, motivates, and supports a diverse staff of top-quality people.

Operations:

1. Maintain a safe and healthy Stamford facility overseeing office operations.
2. Recruit, hire, and oversee training and orientation of all personnel and assess skills, experience, and professional development needs of the staff.
3. Responsible for tracking outcomes on a monthly and annual basis.

Fundraising & Communications:

1. Represent SJPC's mission and philosophy by maintaining cordial relations with all stakeholders.
2. Work with SJPC's Development Department to establish program reports to comply with grant management and accountability frameworks for corporate, foundation, and government donors.
3. Serve as SJPC Stamford spokesperson for community collaboratives, legislators, community leaders and city officials as needed.

Budget & Finance:

1. Work with SJPC's Executive Director and Finance Director to set financial priorities accurately to ensure that the center is operating in a manner that supports the needs of the program and staff.
2. Oversees Program budget and ensure financial accountability.

This position description is intended to be general and may evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different or additional duties from time to time.

PROFESSIONAL QUALIFICATIONS:

The Center Director will be thoroughly committed to SJPC's mission. All candidates should have proven leadership, coaching and relationship management experience. Concrete demonstrable experience and other qualifications include:

- Master's Degree preferred in social work, human services or nonprofit administration or any combination of education and experience, which would provide an equivalent background.
- Five or more years nonprofit management experience
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Ability to convey a vision of SJPC's strategic future to staff, board, volunteers, and donors
- Manage and office and staff
- Experience recruiting volunteers

- Strong written and oral communication skills. Experience with public speaking
- Ability to work effectively in collaboration with diverse groups of people
- Transparent, mission-driven, self-directed, high integrity leadership
- Must be Microsoft Office proficient, i.e., Word, PowerPoint, Excel, etc.
- Bilingual English/Spanish is a plus

Salary range: \$60,000 to \$65,000

Agency Background:

Our Vision

All children live in a world free of abuse and neglect.

Our Mission

To strengthen families that are at risk of child abuse and neglect by providing parenting education and support.

What do we provide for families?

Established in 2010 in Stamford, SJPC is a nonsectarian community and resource center for parents. SJPC offers 28 different parenting classes for moms and dads, a robust fatherhood program, individual case management along with incentives for attendance. Saint Joseph Parenting Center's goal is to equip parents through education to change unhealthy parenting patterns and to foster healthy ones in an effort to decrease the incidence of child abuse and/or neglect. SJPC will provide these parents of children, from birth to age twelve, with the knowledge and tools to be more caring and productive people, parents, and members of society.

To Apply

Email cover letter and resume to Rhonda R. Neal, SJPC Executive Director – rneal@sjpcenter.org