

## JOB DESCRIPTION

**Job Title:** Families Doing Time Program Director

**Reports To:** Executive Director

**Status:** Regular, full-time, 40hrs/wk, benefits eligible

[The Center for Community Transitions](#) is a nonprofit organization with a mission of supporting individuals with criminal records and their families in finding healthier and more productive ways of living. We work to achieve this mission through three core programs: (1) Lifeworks! employment readiness program, (2) Center for Women 30-bed residential women's work release facility, and (3) Families Doing Time.

**Families Doing Time (FDT)** specifically supports children and families impacted by incarceration through school-based support groups, monthly family events, wrap-around support services, and Enrichment Institute- making enrichment opportunities more accessible to our children and families. The Families Doing Time Program Director provides strategic vision and oversight of the program. This regular full-time position reports to the executive director.

### Duties and Responsibilities:

- **Strategic Planning.** The FDT program director is the visionary of the program working in conjunction with the FDT team and clients to actualize the supports necessary for children and families impacted by incarceration. As a pioneering program, regular strategic planning for growth, expansion, and scale is a necessary component of this work.
- **Evaluation & Reporting.** FDT is evaluated on an annual basis to assess impact. Periodic reports are crafted to keep funders, upper management, and the board of directors abreast of progress. Currently, pre and post assessment data coupled with anecdotal records are used to assess outcomes. The program director is responsible for data collection, extraction, and analysis as a means of monitoring impact.
- **Program Design.** FDT has grown exponentially over the last few years and still has many opportunities for future growth and expansion as we continue to remain responsive to the needs of our client base. A pivotal component to our current and future development is the ability to design impactful programs grounded in research and logic modeling. This position would require the program director to utilize program design practices to establish and/or improve initiatives.
- **Relationship Building.** The FDT Program Director will be responsible for building relationships with stakeholders including clients, funders, and strategic partners. Our service approach prioritizes establishing positive relationships and building trust with those we serve as a catalyst for effective service implementation.
- **Fundraising.** FDT program director will collaborate with the agency's development director on program grants and funding opportunities. This may involve grant writing, meetings with funders, and or solicitation of in-kind items to supplement the program budget for initiatives.
- **Fiscal Management.** The FDT program director is responsible for developing and managing an annual program budget.

- **Volunteer Management.** FDT facilitates an array of community-based initiatives that are largely supported by volunteer labor. The program director is responsible for recruiting, managing, and retaining interns and volunteers for each of its four initiatives.
- **Advocacy.** The program director is responsible for the planning and implementation of community events, including but not limited to family events, community networks and coalitions, presentations, trainings and the shaping of community dialogue surrounding parental incarceration.
- **Other Duties as Assigned.** Historically, the FDT program director has been responsible for event planning and some direct services as necessary. Other duties may arise that require the attention of the director; flexibility is preferred.

### **Education & Qualifications**

- Master's Degree in Social Work (MSW), Education, Public Administration, or related field preferred
- Experience leading and managing a small team (FDT Program Manager, Program Assistants, Interns)
- Experience working with children and families particularly those from marginalized communities
- Excellent oral/written communication skills and interpersonal relations
- Proficient in Microsoft Office, with database or statistical software experience
- Must have reliable transportation for local travel
- Ability to work flexible hours with occasional evening and weekend hours
- Knowledge of the criminal justice system and family dynamics/problem solving

Interested candidates should email the cover letter, resume and salary requirements to [season@centerforcommunitytransitions.org](mailto:season@centerforcommunitytransitions.org).