



Program Director

The Bridge for Youth (BFY) provides runaway and homeless youth with safe shelter, assists in the prevention and resolution of family conflicts, and reunifies families whenever possible. BFY strives to be the premier resource for youth and families in crisis by providing: 1) Support that empowers; 2) Safe shelter; 3) Sustainable tools for success and restoration of relationships; and 4) When possible, family reunification.

Position Information

Position: Program Director

Job Type: Full-Time

Classification: Exempt

Reports to: Executive Director

Posting Date: August 5th, 2020

Closing Date: September 1st, 2020

Position Overview

This Director position is a member of the executive leadership team of BFY, responsible for strategic, visionary and operational leadership of the organization's programs and program staff under the purview of the industry's nine guiding principles, therapeutic milieu and inclusive / racially just practices.

The Director position will provide programmatic oversight of grant and contract activities, compliance with federal, state, and local statutes, ordinances and regulations. This position is responsible for creating an industry-leading program staff development program and establishing a trauma / healing informed work environment.

The Program Director position involves programmatic fiscal planning, budgeting and management, as well as collaboration with peer directors in such. The Program Director works to strategically and collaboratively represents the organization in the Youth Services Network (YSN), collaborations and advisory committees and promotes the agency in the community, state and nationally.

Current BFY Programs:

BFY is a 24/7/365 programmatic operation, including the following:

Emergency Shelter Program: Resilience House and Gloria's Place, Youth Resource Center

Housing: Transitional Living Program - Marlene's Place and Supportive Housing - Rita's House

Outreach and Support Services (street and site-based outreach, crime victims services, aftercare, family counseling, JDAI, HC365).

Number of direct reports = 3 – 5

Number of program staff = approximately 44

Key Responsibilities

Program Development & Management (40%)

- Oversee planning, development, and implementation of organizational programs, in accordance with agency strategic planning, current best practices and contract / funder expectations
- Monitor progress to outcomes as identified in strategic and annual plan, and evaluate on impact, efficacy and cost in program evaluation
- Modify and adjust programs, processes and/ or infrastructure where necessary to assure successful outcomes
- Manage programmatic matters in a timely, thorough and responsible manner, including youth concerns or grievances
- Stay current with new research and trends in the field to inform program development, execution and improvements
- Ensure that all programs are compliant in terms of county, state and federal regulatory requirements including but not limited to Minnesota Department of Human Services (DHS) Licensing, City of Minneapolis licensing, state and federal privacy laws, state and federal employment laws and Minnesota Department of Human Rights (MDHR) obligations
- Develop a plan to achieve and maintain comprehensive and systemic youth engagement including an active Youth Advisory Board, youth participation in the board of directors, staff interviews, advocacy, tabling, speaking and outreach activities and youth surveys/feedback

Personnel (25%)

- Ensure that program staff and volunteers provide high quality, fair, racially just, culturally relevant, accessible services for youth
- Foster a team and cross-organizational culture that is consistent with the organization's guiding principles and values
- Partner with Human Resources to ensure compliance with agency EEO Plan and organizational policies
- Develop and maintain a diverse work force. Manage in ways that maximize the potential of all workers by assuring equitable, sensitive and respectful treatment by and toward all employees
- Promote organization's Racial Justice Cohort, Diversity Committee and other DEI initiatives
- Provide staff with needed professional development: onboarding (Bridgeway), guidance, supervision, support and training in their responsibilities. Ensure staff meet their annual training requirements, as well as monitor and evaluate performance of program staff and volunteers
- Ensure program staff follow agency policies and procedures, as well as all paperwork, records, and documentation are maintained satisfactorily and consistently by all staff
- Conduct regular planning meetings with program staff and team building / growth opportunities
- Manage personnel matters in a timely, thorough and responsible manner, including employee concerns or complaints
- Administer a mutually impactful intern program and work with Development Department in involving program volunteers

Administration (25%)

- Participate in the organization's annual and strategic planning
- As a part of the leadership team, act as an internal consultant to bring attention and solutions to organizational priorities

- As it pertains to your department, cooperate with Executive Director and Finance & Operations Director in annual budgeting and planning in alignment with organization's strategic plan and annual priorities
- Oversight of program budget and responsible for monitoring and supporting / coaching program managers in effective and responsible spending of organizational resources of both general operating and restricted grant/contract funds
- Collaborate with the Development Department to administer grants and contracts related to programming, including prospecting funding opportunities, application process, monitoring progress to outcomes, data management, budget supervision and timely reporting
- Monitor, update and implement systems and procedures necessary for efficient and impactful operations and compliance with local, state, federal and funder financial requirements
- Communicate success and outcomes

Community Relations (10%)

- Represent agency through participation in community groups, networks and coalitions as designated by the Executive Director
- Collaborate with the Executive Director and Development Department to steward relationships with existing and potential funders and partners
- Promote the organization in a professional and positive manner

Qualifications

Required:

- BA/BS in social services or related and 4+ years of experience (see bullets 3 and 4)
- At least 2 years of staff / team management
- Experience working with youth who are homeless, youth of color, LGBTQ, sexually exploited, pregnant/parenting
- Direct service and leadership experience in most of the following: housing programs (shelter, transitional, supportive), family reunification, nine guiding principles, therapeutic milieu, youth engagement, healing informed / trauma responsive care through the lens of racial and gender equity
- Must have a dependable vehicle, a current and valid MN state driver's license, proof of insurance and satisfactory driving record
- Must clear a background check

Additional:

- Proven experience and success in program development and evaluation, ideally in youth services
- Sensitivity and knowledge of racism with a demonstrated commitment to racial justice
- A proven leader committed to advancing vision, mission, values and guiding principles, as well as demonstrated competencies in developing and leading a high performing team
- Ability to maintain confidentiality with sensitive information and confident matters
- Ability to plan, direct and review the work of others with confidence and clarity
- Organized and works well under pressure and manage multiple projects/deadlines
- Exceptional written, verbal and interpersonal communication skills with a commitment to positive, truthful and purposeful communication; excellent listening and interpersonal relationship skills
- Position requires ability to sit for extended periods of time, close vision, ability to adjust focus and see color

- Must occasionally lift and/or move up to 40 (forty) pounds and occasionally required to climb or balance and stoop, kneel, crouch or crawl

Technical Skills:

- Proficiency in Microsoft Office, client-based CRM
- Equipment used: personal computer, electronic mail system, telephone, and cell phone.
- Proficiency with social media including Facebook, Twitter, LinkedIn, Instagram, YouTube, etc.
- Hands on knowledge of record keeping in a digitized environment, expertise in text messaging and other digital communication methods

Working Hours

Salaried position; flexible business hours

To Apply

Submit cover letter, references and resume to: a.alvarez@bridgeforyouth.org

The Bridge for Youth is an Equal Opportunity Employer committed to embracing diversity and individuality, and opposed to practices which discriminate on basis of race, gender, sexual orientation, religion, handicap, disability, age, or nationality. We apply this policy of unbiased consideration not only to our hiring process, but also to recruitment, promotion, transfer, compensation, layoff, and termination. We are further committed to taking affirmative action to ensure our employment opportunities are accessible to individuals who meet the qualifications conducive to available positions, and we encourage all interested job-seekers to apply. EEO/AA