



Dismas of Vermont
PROGRAM DIRECTOR DESCRIPTION

Dismas of Vermont's (DoV) mission is to reconcile former prisoners with society and society with former prisoners. DoV, an organization focused on providing shelter and support to men and women making the difficult transition from incarceration to new lives, is seeking a committed, goal driven leader to join the team and lead five House Directors and their respective local Dismas House congregate home programs, located in Burlington, Hartford, Rutland and Winooski.

The Program Director will implement effective processes and practices across the organization while providing support and coaching to our team of House Directors, while ensuring compliance with program requirements, contracts, and standard policies and procedures. In addition, the Program Director will manage all operational budgets, and guide staff to make informed decisions regarding expenses.

The most critical measure of success of this position, and indeed the entire organization, is the successful transition of house residents back into our communities. Dismas strives to support residents in that challenging transition, **and** to support our communities in reconciling with Dismas residents.

Core Responsibilities:

- Dismas House Programming
 - Ensure all program activities are carried out in an appropriate, efficient, and cost-effective way.
 - Improve program systems, processes, and best practices.
 - Formulate strategic and operational objectives for existing and new programs.
 - Design and implement program evaluation activities.
- Data Management and Reporting
 - Ensure proper record keeping in both the Resident Database and the DOC's Offender Management System.
 - Strive to make continual improvements to and evaluation of metrics, reports and data entry tools.
- Supervise, coach, evaluate and hire House Directors.
- Ensure Dismas Program Policies are being followed.
- Collaborate with DoV's Executive Director to develop annual house budgets, and work to manage expenses to those budgets.
- Ensure each house is properly maintained.

- Develop and maintain a collaborative relationship with the Department of Corrections.
- Serve as a point person to support the Development Director.
- Facilitate and participate in local and statewide staff meetings, and the annual organization retreat.
- Attend and participate in DoV Board Meetings as the staff representative.
- Other responsibilities as assigned.

Qualifications:

- Extensive experience with overseeing nonprofit and/or public sector programs is required.
- Extensive experience managing, mentoring and evaluating staff.
- The ability to work as a team player.
- A degree in Social Services, Business Administration or a relevant field, and/or experience in a senior leadership position in a non-profit or for-profit organization.
- Proficiency with Microsoft 365 software and databases.
- Strong interpersonal, written and verbal communication skills.
- Self-motivated, charismatic individual with a high degree of organization, creativity and the desire to inspire others through action.
- Personal traits such as compassion, empathy, cultural competence and be ready, willing and able to learn.
- Familiarity with Trauma Informed and Restorative Practices. Knowledge of Contingency Management programs a plus.
- Familiarity with substance use disorders, mental illness and non-stigmatizing approaches to treating people with such condition.

Employment Requirements:

- Successful background and reference check.
- Reliable transportation for commute to daily activities.
- Willingness to work on premisis, remotely and at community and organizational events.
- Ability to work a flexible schedule.

Salary Information

- \$85,000 - \$95,000 Annually
- 40 Hours Per Week

Please submit both a cover letter and resume to jim@dismasofvt.org