



Program Director Call for Candidates

Mission & Vision:

Our mission is to help children and families work through the loss of a loved one together and go on to live fulfilling lives.

Our vision is that no child will grieve alone.

Summary:

Valerie's House, located in beautiful Southwest Florida, is seeking a full-time Program Director (PD) to provide leadership, oversight, and day to day management of Valerie's House (VH) programs. Valerie's House has seen rapid growth in its first two-and-a-half years. The PD will help shape and implement the vision for a first-rate grief support organization that is growing exponentially from year to year. The PD oversees the planning and implementation of all Valerie's House programs, including the peer support groups, supervising the programming schedule, on-site management of the groups, and planning activities related to support group functions. The PD supervises the program staff to ensure department cohesion and success. The PD represents VH programs in the community, attending professional meetings and maintaining a positive relationship with key constituents and referral sources. The PD reports directly to the CEO.

Areas of Responsibility and Essential Duties:

Program Administration

- Work closely with the CEO to provide vision and leadership to the bereavement support program.
- Take lead on coordinating family care and grief support.
- Providing vision and leadership to the bereavement support programs of VH.
- Oversee assessment of program participants and evaluation of program effectiveness.
- Overseeing the care of families in the program and monitoring their progress in VH programs.

- Assisting and taking the lead on family intakes and orientations.
- Oversee and follow up on issues and concerns.
- Provide monthly program report to the CEO and Board of Directors.
- Supervise and oversee the process of database maintenance and updates.
- Develop and maintain relationships with key constituents, partners, and referral sources.
- Coordinate and oversee family and program evaluation.
- Plan and coordinate family orientation.
- Assist with phone intakes when needed.
- Assist with the management and development of annual program budget and daily program expenses.

Program Planning and Preparation

- Oversee and plan curriculum for support groups.
- Assist with assessing sites for groups and program delivery.
- Take the lead on the creation and implementation of additional groups as needs are identified.
- Assist with the planning a memorial event each fall.
- Coordinate and oversee pre- and post- group meetings with Volunteers.
- Supervise all aspects of the group night, including volunteers and group structure / delivery.

Staff Management

- Lead, supervise, and provide direction, including hiring, of a growing program staff.
- Complete annual planning and evaluation with all direct reports.
- Make recommendations regarding staff and volunteer needs for VH programs.

Marketing, Outreach, Awareness

- Maintain relationships with community leaders and like-minded organizations.
- Manage relationships with community partnerships related to VH programs.
- Represent VH in the public with the media, community meetings, and awareness events as assigned.
- Provide speaking engagements to the community as requested by local clubs, organizations, gatherings, and associations as assigned.

Fundraising

- Assist with VH tours or fundraising communications as needed.
- Update and maintain lists of program donation needs.
- Assist with special events, as assigned.
- Meeting with donors as assigned.

Professional Development

- Stay up to date with education regarding models of support for childhood bereavement.
- Present at and attend national gatherings related to the bereavement support field.

Requirements:

The ideal candidate will have experience successfully leading teams and / or managing organizations. A degree in counseling, social work, or human service is preferred. Experience working with bereaved and/or at-risk children and teenagers is preferred. Must be able to work evenings and weekends regularly. Must have the ability to manage multiple projects at one time. Must be able to work in a fast-paced environment and have flexibility to adapt to growth and changes. Must be able to use the computer to create professional documents and reports using word processing and report building software. Must be able to learn new computer programs and utilize these programs to support VH administrative and programmatic needs. Must have a valid driver's license and a personal vehicle for work related travel. Must have the ability to travel extensively throughout Southwest Florida. Must be able to lift up to 5 lbs. of program supplies and office related materials.

Salary:

A competitive salary commensurate to experience and relocation package is offered.

Application Details:

Interested applicants should send a cover letter and resume/CV to Andy McNiel at Andy.McNiel@TheSatoriGroup.org.

Application will be accepted through June 15, 2018.