

Director of Programs Position Description

About South Park Inn

Founded in 1982, South Park Inn (SPI) is a nonprofit organization providing a variety of housing services to people in Hartford, CT. Located in the former South Park Methodist Church on Main St. | Hartford, SPI's mission is to assist homeless people to improve their life situation by providing temporary and long-term housing and supportive services. In addition, SPI engages in public and political advocacy for solutions to homelessness.

Programs

Emergency Shelter - South Park Inn operates an 85 bed Emergency Shelter, which each year provides up to 31,025 bed nights of shelter for homeless men, women and children from the greater Hartford area. South Park Inn is one of the only shelters in the area that can accommodate large families.

Permanent Supportive Housing - Plimpton House is a permanent supportive housing program for up to 35 adults who benefit from in-house support to remain independent. The program operates as a communal living program, designed for men and women who cannot manage housing on their own.

Community Outreach- SPI staff go to areas of Hartford where homeless people congregate, offering them lunches, blankets, and other essentials and help people transition from the street to the shelter.

Veteran's Services_ South Park Inn specializes in helping homeless Veterans find housing and support. SPI work closely with the Veteran's Administration to get clients placed as quickly as possible and works closely with other organizations, such as the Disabled American Veterans Volunteers, to host a weekly drop-in center to support veterans.

Respite Stay- South Park has an arrangement with Hartford Hospital to provide shelter for discharged patients who have no permanent residence and would otherwise have no place to live.

The Opportunity

South Park Inn is in the midst of a leadership transition after the retirement of its Executive Director of over 30 years and the recent passing of the Assistant Director. The organization is undergoing a thoughtful transition with the hiring of a professional interim Executive Director. TSNE MissionWorks will lead the search for an Executive Director. During this transition, South Park Inn has demonstrated a genuine commitment to renewal and change.

Position Summary:

Under the direction of the Executive Director, the Director of Programs provides direction to all SPI programs. Responsible for management of key staff, managing budgets, developing and implementing policies and procedures, working with development staff in obtaining funding and

grants, and coordinating and integrating services with other community and government organizations.

Responsibilities & Duties:

- Provides leadership and oversight to all programs including Shelter, Kitchen, Respite, Permanent Supportive Housing, and Veterans.
- Supervises, hires, and evaluates program management. Ensures that Program Coordinators meet their responsibilities for overseeing their program and are in compliance with policies, procedures, budget, and supervision of staff, laws and regulations.
- Works with the Director of Development and Community Relations to support community outreach and public relations; assists in identification and cultivation of volunteers and donors to the campaign.
- Works with Executive Director and Chief Financial Officer to prepare annual operating budget. Ensures fiscal integrity, and fiscal control in all programs. Ensures fiscal responsibility and compliance with all funding sources.
- Oversees the development and implementation of comprehensive homeless services policies, best practices, and procedure guidelines. Ensures all program staff are trained on policies and procedures. Monitors for compliance, reviews, and updates annually.
- Ensures timely and accurate data management as required by funding sources, central administration and finance. Ensures reporting deadlines are met.
- Builds and develops positive collaborations with other agency and service providers and attends any necessary community meetings.

Requirements & Qualifications

- A commitment to the mission and activities of South Park Inn.
- Strong experience in working with the population served by South Park Inn.
- Strong supervisory skills and ability to build and support teams.
- Extremely well organized.
- Excellent interpersonal skills.
- Warmth and a sense of humor.
- Comfort with public speaking, and the ability to deliver a message concisely and effectively.
- Computer proficiency
- Media savvy

- Masters Degree in Social Work, Psychology, or related field is preferred.

South Park Inn offers competitive compensation and benefits, and a supportive workplace culture. Please submit your resume, along with a thoughtful cover letter to Jkatz@southparkinn.org