Lost-N-Found Youth
Job Description

Job title: Director of Programs

Work Location: 2585 Chantilly Drive NE

Division/Department: Client Services

Reports to: Board of Directors

Compensation: Salary in the range of $60,000 DOE, 2 weeks paid time off, Medical benefits

Can you envision a world where all youth feel safe and supported to live and love authentically? Lost N Found Youth strives to end homelessness for all LGBTQIA+ youth by providing food, shelter and life stabilization services. (Learn more about us here).

We’re seeking a Program Director to inspire a holistic approach to program management built on respect and accountability. If this opportunity speaks to your heart as well as your expertise, please apply! The successful candidate for this transformative role will possess exceptional interpersonal skills, demonstrate a proven track record in program management, and embrace the agility required to navigate the “new normal”.

You will work closely with the Development Director and Operations Director, report to the Executive Committee of the Board of Directors, and be based in the Atlanta metro area. You will work onsite at the Youth Center and Emergency House subject to Covid 19 protections.

Please send your application to career@lnfy.org by January 31st for earliest consideration. Applications will be reviewed as they are received, and the position will remain open until filled.

RESPONSIBILITIES

The Director of Programs is Responsible for the successful operation of all LNFY client programs, including a youth center, emergency services, transitional housing, street outreach programs, and a crisis hotline. You work collaboratively with the Board and staff to ensure that the mission is fulfilled.

GENERAL RESPONSIBILITIES:

STRATEGY AND PLANNING

- Program planning, development, monitoring and reporting systems
- Evaluation planning to include process, and outcomes for all LNFY programs
- Strategic planning for programs so that LNFY can successfully fulfill its Mission into the future.
- Organizational representation that enhances LNFY’s image by being active and visible in the community
and working closely with other professional, civic and private organizations.

PROGRAM MANAGEMENT
- Develop and lead client centered and responsive Case Management program consistent with the Case Management Society of America’s Standards of Service
- Ensure integrity of client data to comply with grant requirements and inform strategic outcomes
- Maintain fiscal integrity of LNFY by developing and monitoring program budgets, and create budget reports for the board.
- Lead a strong and empowered team through the hiring and retention of competent, qualified program staff, and ensuring appropriate training for all related staff and volunteers.

Education and/or Work Experience Requirements:
- Passion for the Mission of LNFY and our community

EXPERIENCE & QUALIFICATIONS
- Bachelor’s degree or higher in social services fields
- 5 years+ experience in managing similar programs including staff supervision and policy development
- Strong public speaking ability in order to convey a vision of LNFY’s strategic future to staff, board, volunteers and donors.
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Intellectual currency in broader developments within the field (e.g: the Housing First model)
- Demonstrated ability to work collaboratively with organizational leadership

CHARACTERISTICS
- High integrity leadership - Ability to motivate staff, board members and other volunteers while working collaboratively towards common goals. Comfortable engaging authentically with diverse volunteer and donor groups.
- Effective Communication - Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability. Strong interpersonal, written and oral communication skills and
- Strong team management - including planning, program development, and staff supervision. (Currently 16 staff).

Physical Requirements:
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Ability to work late nights and weekends as required

Lost n Found Youth provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity/expression national origin, age, disability or genetics. In addition to federal law requirements. Lost n Found Youth complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.