



Job Description: Program Director

EXEMPT: Yes

LOCATION: 801 W. Michigan, Milwaukee, WI 53233

ORGANIZATIONAL SUMMARY:

About Safe & Sound:

Safe & Sound, Inc. is a comprehensive, community-based response to crime and violence in the City of Milwaukee. Since 1998, Safe & Sound has been dedicated to improving safety in challenged Milwaukee's neighborhoods. Our three-pronged strategy advances: (1) partnerships with law enforcement, (2) community organizing and (3) youth development. In 2011, we received a White House Champion of Change Award for our innovative approach to making neighborhoods safer. **We unite residents, youth, law enforcement and community resources to build safe and empowered neighborhoods.**

POSITION SUMMARY:

Under the direction of Safe & Sound's Executive Director and Deputy Director, the program director will be responsible for Safe & Sound's community programs, taking a leadership role in designing, implementing, maintaining and improving programs; coordinating strategy and evaluation; and building partnerships and collaborations. The program director is tasked with hiring and coaching a professional community facing team.

The program director must function with sophistication, political savvy and community understanding, both internally and externally. S/he must be able to deliver and be a good steward of Safe & Sound strategies, representing the agency to staff and all external partners including residents, the Milwaukee Police Department, the District Attorney's Office, departments of the City of Milwaukee, youth serving agencies, CBOs and other stakeholders.

The program director is also responsible for helping to foster a positive culture both within the agency and externally in the Milwaukee community. In addition to organizational leadership and supervision, s/he guides Safe & Sound's strategic plan and ensures its implementation, suggests innovative plans and processes to improve program functions, works closely with all Safe & Sound co-workers to maintain high levels of accountability and communication and adheres to and demonstrates the six agency values of Support, Authenticity, Collaboration, Transparency, Integrity and Excellence.

Starting Salary: \$62,000 plus benefits

To apply: Interested candidates should submit a resume, cover letter and 3 professional references to bridget@safesound.org

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for the overall coordination and supervision of Safe & Sound programs including community organizing, youth organizing, neighborhood safety coordination, the Drug Free Coalition, as well as relevant field & support staff.
2. Work to ensure our paradigms of Collective Efficacy and Collective Impact are understood and implemented to fidelity by program staff.
3. Manage and supervise the work of the District Team Managers and indirectly ensure that performance goals are met for the programs team (15-20 staff). Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. This includes directing the recruiting, hiring, evaluating and training processes as well as supporting and coaching staff.
4. Develop annual output and outcome measures for Safe & Sound programs.
5. Manage program reporting and accountability. Oversee the work of the Data and Evaluation Coordinator to monitor monthly reports and consolidate them for grant reporting purposes. Ensure program team is achieving qualitative and quantitative targets.
6. Communicate agency requirements, needs, concerns, ideas and achievements with the Safe & Sound team and externally as needed.
7. Participate in and periodically lead the development of strategic goals and organizational priorities and strategies. Assist with the development and implementation of strategic plan documents.
8. Build and strengthen relationships with key partners including neighborhood anchor organizations, CPU agencies, the Milwaukee Police Department, elected officials, and other partner organizations.
9. Work effectively with our External Affairs staff to support organizational work around TA, advocacy, and other special projects. Work with Safe & Sound teammates to research and develop best practices and resource materials.
10. Collaborate with the Development and External Affairs team on strategic communications and overall resource development including assisting with the creation of grant proposals and reports,

11. Attend and facilitate meetings, serving as an agency representative, both internally and externally as appropriate. Develop and provide presentations furthering the Safe & Sound mission and vision.
12. Provide regular reports to the board of directors on Safe & Sound's community programs.
13. Perform all other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

BASIC REQUIREMENTS

- Must have a valid driver's license, a vehicle, and automobile insurance.
- Must be able to pass a criminal background check.
- Requires residence in Milwaukee County

EDUCATION and EXPERIENCE:

Bachelor's degree required; Master's degree preferred; 3-5 years related experience and/or training in a setting that demonstrates the skills, knowledge and abilities needed to perform the above tasks; or equivalent combination of education and experience. Administrative and management experience. Five years of supervisory experience managing several programs. Experience in working with elected officials, law enforcement, neighborhood organizations, residents, churches. Extensive experience in developing and leading complex partnerships.

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