



Position: Division Director
Program/Department: Youth Development Division
Reports to: Deputy COO, Programs
Hours: Full Time

Position Summary:

Founded in 1866, Brooklyn Community Services (BCS) empowers children and families to reach their full potential, strengthen families, and foster self-sufficiency in adults. With programs in 28 locations, BCS serves more than 18,000 individuals a year.

The position of Division Director for Youth Development is a critical, visible position requiring exceptional leadership, strong management experience and a successful track record of working with government contracts and nonprofit organizations providing social services. The Division Director should be highly flexible in dealing with the challenges of transformational change in the delivery of services in the context of evolving government priorities. They should have experience with community-based services for youth, children and families, including working in partnership with NYCHA, the Department of Youth and Community Development (DYCD) and Department of Education programs.

The Division Director should have proven ability to manage a professional staff and financial operation. They must be a hands-on strategic thinker, a planner and problem solver, and be prepared to lead and direct staff through change and program development. Excellent communication skills are critical. The Division Director must be comfortable communicating with the people who receive services and their families, and equally comfortable in training staff, presenting before elected officials, public agency administrators and members of the community.

Responsibilities:

- Direct managerial, supervision and budgetary oversight of the Youth Division of BCS; including Brooklyn High School for Leadership and Community Service, Youth Stand United, Seth Low Cornerstone, Farragut Cornerstone, Carey Gardens Cornerstone, O'Dwyer Gardens Cornerstone, Educational Youth Program, In-School Youth Program, Beacon Program and youth programs run under the alliance with Turning Point Brooklyn, Education Center;
- Oversight and management of division budgets across all youth programs; Communication and liaison with outsourced financial department and external funders in relation to budgetary compliance; monthly invoicing and approvals;
- Conduct supervision, training and performance evaluations for all Program Directors and department Deputy Director; review and approve program Incident Reports in conjunction with Directors;
- Oversight of all program development, hiring/staffing and implementation of new youth programs, projects and contracts; Development of proposals for new funding and programs, including tracking data and outcomes, developing budgets and building relationships with new stake holders as needed;
- Participate in contract negotiation and act as audit liaison for programs within the Youth Division; Oversight responsibility of DOE, NYSED, DOHMH and DYCD Audits, and participation at DOE, NYSED, DOHMH and DYCD managerial meetings;
- Oversee and monitor various contract databases to ensure programs are meeting contract compliance, including but not limited to building safety compliance, outcomes reporting, enrollment numbers and rates of participation;
- Organize staff professional development to ensure a high quality of services are provided to youth, families and communities served in the Division; Organize professional development opportunities for all Program Directors across the Youth Division that are responsive to program and staff needs; Lead efforts to train staff in principles



of youth development, community building and engagement, and strengths based approach programming;

- Implement quality improvement mechanisms and procedures to ensure program compliance with all funders; Support Program Directors to develop educational and recreational summer and school year programming in accordance with DOE, NYSED, DYCD and DOH/SACC guidelines; Ensure programs are effective and designed to achieve measurable goals in line with BCS mission and strategic plan;
- Build partnerships with external agencies, government funders and other divisions in BCS to promote stronger collaborative systems of services and referrals for clients; Participate in cross agency working groups and committees to achieve agency goals.

Qualifications:

- MSW, or equivalent Master's Degree, with strong management experience (8 years or more) preferred.
- Minimum of 10 years of related experience in youth/non-profit/social services.
- Excellent leadership, communication, supervisory and team-building skills, including the ability to motivate, align staff efforts to changing priorities and approaches, set goals, delegate responsibilities, and manage staff performance so as to ensure effective service delivery in accordance with organizational goals and program contracts.
- Must be able to travel to all Youth Program sites and Agency/External Meetings as needed.

Contact:

Email Resume and Cover Letter to:

Angela Chiappara – Division Director, Youth and Community

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