Job Description

Position: Division Director
Program/Department: Counseling, Community Services, and Case Management
Reports to: Chief Operating Officer
Hours: ☒ Full Time
Location: East New York Family Center

Position Summary
Lead one of the BCS Divisions including programs such as preventive services; fatherhood, community centers, youth workforce, and tenant support. Oversee and manage Division to ensure effective, high quality programs that meet or exceed funder and family expectations. The Division programs are located in East New York, Brownsville, Coney Island, Sunset Park, and Fort Greene.

Responsibilities
● Direct managerial, supervision, contractual, and budgetary oversight of several programs
● Provide supervision and training for all Program Directors. Lead staff professional development to ensure high quality services are provided to youth, families and communities served in the Division; lead efforts to train all staff in principles of youth development, community building and engagement, and strengths based approach programming
● Oversight of all program development, hiring/staffing and implementation of new youth programs, projects and contracts; including tracking data and outcomes, developing budgets and building relationships with new stakeholders as needed
● Ensure programs are effective and designed to achieve measurable goals in line with BCS mission and strategic plan
● 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
● 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 and other regulatory guidelines
● Participate in contract negotiation and act as audit liaison for programs within the Division; Oversight responsibility of program audits, and participation at managerial meetings. Build partnerships with external agencies, government funders and other divisions in BCS to promote stronger collaborative systems of services and referrals for clients
● Oversee and manage division budgets across all Division programs; communicate and liaise with outsourced financial department and external funders in relation to budgetary compliance; oversee monthly invoicing and approval
● Assist in the development of proposals for funding and new program development, including building relationships with appropriate stakeholders
● Work closely with the External Relations and Advancement Department to market and promote programs to ensure full enrollment
● Build relationships with several private, city, and state funders and manage and meet the funders’ requirements and expectations
● Participate in cross agency working groups and committees to achieve agency goals
● Other tasks as may be required
Qualifications

- Master’s degree in Social Work, Public Administration, or a related discipline required.
- Minimum of 10 years of related experience with at least 8 years as a manager of a major program(s) in non-profits and/or 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 to ensure effective service delivery in accordance with organizational goals and program contracts.
- Proven track record of progressive responsibility in a large community, governmental and/or policy, advocacy, nonprofit, or a similarly diverse organization with expertise in social service policies at all levels of government.
- Must be able to travel to all program sites and agency/external meetings as needed.

How to apply:
Click here to apply to the Division Director role