The Safer Foundation is a social service provider to individuals with arrest and conviction records. Through a full range of services, including case management, educational instruction and advocacy, we focus on preparing individuals for the world of work by helping them find and keep productive and meaningful employment.

To submit a resume, apply for this position, and see all other available positions copy and paste the link below or click: https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ac5fbe3f-8ce8-4a7c-a4bf-b45f9dd12e02&ccId=19000101_000001&type=MP&lang=en_US&selectedMenuKey=CurrentOpenings

Please note: After you “submit” your application, you will receive an e-mail acknowledging receipt. Check your spam and junk folders as your email provider might misfile the message.

General Summary:
The Assistant Director, Quad Cities is responsible for supporting the oversight of operations in the QC office and working collaboratively with the Director, QC to ensure all programs are meeting contractual obligations, staying within budget and meeting outcomes. The position is specifically responsible for the administrative oversight of the Employment Services Program and the Achieving Change Together (ACT) Program. The position works closely with the Director to maintain funding at a sufficient level to meet programming needs and explores opportunities to grow our people, presence and purpose. The Assistant Director QC provides oversight to the QC office in the absence of the Director QC and aids in the coaching and development of program staff. The Assistant Director QC reports to the Director QC. The position is funded through multiple contracts.

Essential Duties and Responsibilities:
- Perform public relations functions including speaking engagements, facilitating media segments, and representing Safer at community meetings. Collaborate with marketing on brochures or print/video materials needed for promotion of QC programs. Oversee Safer’s local Facebook page and updates posts, pictures and events as needed.
- Assists in the preparation of grant renewals and seek out new sources of funding including requests to local service organizations, private foundations and other untapped resources. Works with Development Department to explore private/public grant opportunities to enhance/expand local programming.
- Member of the organizations internal Operations Leadership Team and represents the QC office on other internal teams and task groups as requested. Acts as local liaison with the Open Network (HUB) and as part of the internal Safer Return Traffic Control Team.
- Acts as primary liaison with Salesforce Support Team - intervenes as needed to troubleshoot or build out reporting requirements for new areas of programming.
- Works collaboratively with Quality Assurance Department to aid in development of internal monitoring tools; ensuring SOPs, self-analysis tools and Quality Assurance Plans are in place for all programs and being regularly reviewed.
- Maintain consistent contact with referral partners to recruit appropriate candidates and promote Safer’s programs, present to partners as appropriate and ensure lines of communication remain open. Communicate and seek regular feedback on program satisfaction. Acknowledge funding partners and keep them apprised of program outcomes or any new program developments.
• Assist with fundraising efforts to include coordination of annual events; seeking sponsorship funds and in-kind donations as needed to support events.
• Collaborate with Director in the facilitation of QC Advisory Board: Attend quarterly board meetings, take minutes, update board on areas of responsibility and assist in recruitment of new members.
• Assist Director in the preparation of month end statistical reporting. Review expense reports, checking for accuracy, and update internal reports and documentation. Purchase needed program supplies and materials and prepare POs. Oversee petty cash for respective programs and reconcile at month end.
• Prepare required funder reports, submitting on time and at requested intervals.
• Oversee data collection and ensure metrics for respective programs are being captured accurately and with fidelity.
• Work with Director QC to develop annual budget pertaining to respective program areas and monitor throughout the year to note compliance/variances.
• Work collaboratively with Accounting Department to ensure spend down of current program budgets or in the development of new program budgets.
• Monitor and ensure grant monies are utilized in accordance with the intended purpose - follow-up with funder if modifications or no-cost extensions are needed.
• Ensure internal audits occur on schedule for respective programs and assist in gathering any needed data or documentation for annual agency audit, program audit or funder audit/monitoring.
• Assist in the recruitment and selection of program staff; provide initial orientation and develop plan for on-going support and training. Attend monthly all-staff meetings and facilitate meetings in the absence of Director QC.
• Monitor Evidence Based Practice (EBP) approaches used in all aspects of programming to ensure fidelity; provide training to all new staff members in the use of these approaches and techniques.
• Complete performance appraisals, seek guidance from HR in the handling of sensitive personnel issues and initiate Performance Improvement Plans (PIPs) as needed.
• Conduct regular supervision meetings for assigned staff; provide encouragement, support and coaching/feedback to motivate/enhance performance.

Required Knowledge, Skills and Abilities:
• Knowledge of barriers faced by individuals with criminal records and familiarity with populations Safer serves, including awareness/knowledge of trauma-informed care/CBI.
• Excellent written and verbal communication skills
• Strong interpersonal skills with the ability to lead and persuade others
• Solid organizational and time management skills
• Skilled in active listening and conveying information to others effectively
• Proficient with MS Office applications and other internal database systems

Education and Experience:
• Bachelor’s degree with prior management experience including fund development, budget development/oversight, public relations and leading/supervising teams.

The Safer Foundation supports, through a full spectrum of services and advocacy, the efforts of people with arrest and criminal records to become employed, law-abiding members of the community and as a result, reduce recidivism. Safer Foundation is a drug-free workplace. Equal Opportunity Employer/Affirmative Action/Minorities/Females/Veterans www.saferfoundation.org No Phone Calls Please