



DamascusWay
The Road To Freedom

Senior Director of Programs and Contractual Operations

The Senior Director of Programs and Contractual Operations is responsible to establish, direct and supervise the effective daily operations of reentry and program services throughout each location by leading a team of site and program directors, provide a Christ-centered leadership approach to reentry services by overseeing all programming and statewide contractual services, ensure compliance of daily operations to meet requirements of state and county correction agency partners, and develop healthy relationships between Damascus Way and other groups and organizations. This role reports to the Executive Director and participates in the Senior Leadership Team with other site or program directors.

Reports to


Executive Director

Responsibilities

- **Program Development & Implementation:** Oversee and approve program design, curriculum, and training for Damascus Way's clients, and modify as needed; Oversee residential reentry services and ensure compliance with MN Department of Corrections and other contracted corrections agencies; Oversee the formation and growth of mental health services and resources; Set program goals and objectives and ensure objectives are met; Oversee and ensure all activities are being led consistently and ethically.
- **Civic Engagement & Outreach:** Support Damascus Way leadership in the development of community engagement strategies and initiatives statewide; Provide consultation, guidance, and expertise through which Damascus Way can advance meaningful partnerships with public and private organizations, government agencies, religious organizations, institutions, community groups, local residents, etc.; Provide support to other Damascus Way staff in regards deepening community partnerships.
- **Supervision & Management:** Skilled in project management, coordinating resources, and developing contingencies; Facilitate regular staff meetings and team decision making using an evidence-based consult framework; Identify, oversee, and facilitate staff trainings; Oversee the hiring process and the integration of new staff; Facilitate team discussions relating to difficult client situations, including client violations and/or termination when necessary; Develop and implement internal policies and procedures; Oversee each Director's ability to ensure program compliance with both internal policies as well as contractual obligations; Design and lead cross-departmental initiatives and projects when beneficial.
- **Leadership:** Provide effective and inspiring leadership for all Damascus Way staff, volunteers, and clients; participate in all Executive Team leadership meetings; Foster a strong team of healthy staff members through strategizing employee engagement activities, active communication and encouragement, and ongoing trainings, certifications, and and other competencies for the staff; Oversee all aspects of Christian Ministry, ensuring both good

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theology and contract compliance; Able to maintain composure and display a sense of calm and control under stress.

- **Administration:** Coordinate and collaborate with the appropriate staff on data gathering, analysis, and outcome assessment to evaluate the effectiveness of Damascus Way's initiatives and policies; Partner with the Executive Director in developing and monitoring the annual budget, and approving the expenditure of appropriate resources; Compile Board reports as needed; ability to manage multiple tasks and responsibilities at once; Respect client and donor confidentiality through the safe-keeping of related information; Perform other duties as assigned by the Executive Director.

Qualifications

- **Education & Experience:**
 - Undergraduate degree in Human Services, Business Administration, or equivalent.
 - Graduate degree in Counseling, Social Work, preferred, or equivalent experience conducive to building trauma-informed programs and staff trainings, and to help reduce recidivism.
 - 5+ years of experience in management/leadership, preferably in the field of Corrections, or recovery services
 - Education and/or equivalent experience working or leading in a Christian ministry.
- **General Qualifications:**
 - Experiential understanding of local non-profit and civic organizations; government agencies; church / parachurch ministries; recovery, mental health, housing & employment resources; and so on; and the ability to foster cooperation between these entities and Damascus Way.
 - Understands trauma, relapse, recidivism, "NIMBY", and other hurdles our clients face.
 - Highly effective writing, speaking, and presentation skills Position requires effective computer skills in MS Word, MS Excel, email, calendar management, and document management
 - Consistent integrity, transparency, reliability, and the ability to work autonomously across and outside the institution with minimal supervision and direction.
 - Ability and willingness to set and attend appointments, both in-person and virtually, within the Twin Cities metro area as well as outstate Minnesota.
 - Ability to communicate effectively to people of varying technical levels; in large group, small group, and one-one-one settings; and regardless of race, religion, politics, worldview...
 - Ability to model calmness under stress, while still able to confront issues when necessary.

Self-Development

- Maintain, and grow in, an attitude of humility, respect, and love for others through service.
- Attend all required trainings, and seek out and participate in other growth opportunities.
- Maintain a willingness to be stretched by circumstances, and/or by personal growth directives from the Executive Director.

Core Values / Commitments

- Have a sincere belief that God loves the people we serve, and constantly strive to do the same.
- Be passionate about, and consistently convey, the mission, vision, and values of Damascus Way.
- Agree with and adhere to Transforms Minnesota's Statement of Faith, Core Values, and Code of Conduct.

Direct Reports & Collaborators

- Director of Reentry Services, Golden Valley
- Director of Reentry Services, Rochester
- Director of Administration & Reentry Services, Scott County
- Director of Youth and Family Services
- Associate Director of Recovery and Mental Health Services
- Participate in Senior Leadership Team led by the Executive Director and comprised of various Reentry Services Directors
- Collaborate closely with COO/HR Director, Sr Accountant and other central office services provided by Transform Minnesota's Administrative Department.