



Title: Program Director, Sojourn
Department: Sojourn
Reports to: Chief Program Officer, Services
Direct Reports: 7 [Legal Director, Support Services Coordinator, Domestic Violence Regional Coordinator, Community Education & Outreach Manager, Shelter Managers (3)]
Status: Full-time, Exempt

SUMMARY

Sojourn's Director will be responsible for oversight, direction and supervision of internal and external functions of all programs and facilities, including 24/7 hotline, Crisis/Emergency shelter, Second-Stage shelter, Support Services, Legal Clinic, Community Education & Outreach, and Domestic Violence Regional Coordination, providing strong day-to-day administrative oversight and ensuring successful performance-based programs. This position is responsible for maintaining the highest quality services and efficiency of programming, while fostering teamwork among staff across the diverse programming located at both of Sojourn's shelters, drop-in sites, and main office. It includes interfacing with entities such as the Domestic Violence Council, Domestic Violence Alliance, the City of Santa Monica, the City of Los Angeles, other County entities, members of the community, and partner service providers, including homeless organizations and fellow victim service providers.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Responsible for the leadership, management and budgetary oversight of all Sojourn programming and facilities.
 - a. Oversee services and contracts with government and private funders for the program, ensuring compliance with all funding agreements.
 - b. In collaboration with senior leadership, develop and implement policies, procedures, and systems necessary to maintain high-quality programs and services, and to ensure adequate controls and outcomes information
 - c. Develop and plan strategically for future programmatic needs and community partnerships. Responsible for helping develop and oversee all program budgets and physical forecasting, ensuring that all programs are adequately funded and allocated funds are spent appropriately and in a timely manner.
 - d. Oversee program data collection and ensure timely reporting of compliance and contract activities for funding sources. Responsible for writing and submitting (in conjunction with grant writing / development staff) all interim and progress reports to funders. Prepare written reports and complete related projects as requested.
 - e. Assist with gathering necessary documentation for RFP process when funding opportunities are identified
 - f. Maintain expert knowledge of procedures for billing, reporting, and documentation, including requirements for maintaining client files and records.
 - g. Conduct ongoing record review and client file management for quality assurance and audit preparation.

- h. Assist with program/fiscal audits and monitoring visits.
- 2. Use a Harm Reduction, Trauma-Informed Care, and Housing First methodology to ensure that participants are supported in fleeing domestic violence and preventing or ending their homelessness by securing or remaining housed.
 - a. Collaborate and partner with CES system or facilitate advocacy within homeless organizations as necessary to ensure most vulnerable are being matched to best-fit housing.
 - b. Work in collaboration with staff to identify appropriate services for each individual or family's needs, and remove barriers affecting victims of domestic violence, including placement in permanent housing and long-term housing retention.
 - c. Provide and oversee onsite crisis intervention, as needed.
- 3. Provide individual and team supervision, support, and performance evaluations for assigned staff, and assist with small and larger team case conference.
 - a. Hire and recruit essential personnel.
 - b. Work with Program Managers, and Program Coordinators to ensure that the shelters and drop-in sites are clean, safe and well-maintained.
- 4. Work as part of an interdisciplinary team to provide comprehensive, integrated care to individuals and families dealing with domestic violence, sexual assault, human trafficking, homelessness, medical conditions, mental illness, and substance addiction.
 - a. Ensure effective, confidential collaboration between multiple teams and community partners, including cross-team communication, and shared resources and referrals, in order to ensure integration of services.
 - b. Participate in all internal meetings, trainings and Leadership activities as necessary or required.
 - c. Attend trainings, present or coordinate trainings for Sojourn's 40-hour "Domestic Violence Counselor" Training per California Evidence Code §1037.1, Sojourn's staff and volunteers, donors and funders, or any other partner and community organization.
 - d. Serve as a liaison and point of contact for a wide array of stakeholders including the Resource Board, donors and funders, public officials, law enforcement, District Attorney, the Santa Monica courthouse, Department of Child and Family Services (DCFS), and members of the community.
 - e. Represent the agency at outside functions and meetings, including meetings requested by the Domestic Violence Council, the California Partnership to End Domestic Violence, the Domestic Violence Alliance, the Domestic Violence and Homeless Services Coalition, Housing + Community Investment Department Los Angeles (HCID LA), Santa Monica City, Housing Authorities, DHS, LAHSA, and other funders.
 - f. Conduct ongoing trainings to staff on best practices, updated resources, policies and protocols, and any other essential, emerging information.

QUALIFICATIONS

1. Bachelors' Degree required; Graduate degree preferred. Equivalent experience may be substituted.
2. Minimum five years' as a manager with programming/administrative experience in a nonprofit setting at an agency that services victims of domestic violence, sexual assault, human trafficking, or other vulnerable populations, and/or homeless, mentally ill, substance using, or dually-diagnosed people is required.
3. At least five years' of program leadership/management, development and supervision of program budgets, program development; at least 5 years' experience in hiring, training and managing staff is required.
4. Understanding of domestic violence resources and ability to participate in oversight of contracts, grants, to raise and sustain funding for domestic violence programs.
5. At least 4 years' experience in program development, including developing strategy, budgeting, and hiring,

with a thorough knowledge of nonprofit service provision and administration.

6. Must be available to respond to emergencies some evenings and weekends as necessary.
7. Outstanding organizational and time management skills with demonstrated ability to handle multiple tasks simultaneously, and to work independently and creatively.
8. Excellent written, verbal, interpersonal communication and team building skills.
9. Entrepreneurial attitude, with excellent leadership, consensus building and analytical skills, and the ability to stay ahead of the curve and thrive in fast-paced work environment.
10. Current, valid California Driver's License with an acceptable driving record and auto insurance.
11. Comfortable using computers and proficient in Microsoft Word, Outlook, Excel, and database applications.

WORK ENVIRONMENT

1. Field (may need to travel) and indoor office environment
2. On occasion walk or drive to different local sites
3. Regularly required to sit, stand, bend and occasionally lift or carry up to 20 pounds
4. Will necessitate working in busy and at times loud environments
5. Will be exposed to elements like cold, heat, dust, noise, and odor
6. May need to bend, stoop, twist, and sit throughout the day

RESPONSIBILITIES COMMON TO ALL AGENCY EMPLOYEES

1. Maintain a safe work environment and confidentiality at all times
2. Be proactive, creative, and flexible in determining, evaluating, researching, and resolving issues
3. Organize and prioritize multiple activities to meet all external and internal deadlines
4. Maintain professional demeanor that reflects positively on the agency
5. Demonstrate respect and courtesy toward others
6. Able to thrive in a work environment emphasizing teamwork and collaboration
7. Respond in a timely manner in all aspects of communication
8. Work with minimum supervision
9. Perform other duties as assigned

The People Concern is an equal opportunity employer dedicated to non-discrimination in employment. We select the most qualified individual for the job based on job-related qualifications regardless of race, color, age, sex, religion, national origin, disability, ancestry, marital status, credit history, sexual orientation, arrest and court record, genetic information, veteran status or any other status protected by federal, state or other applicable laws.