

Rescue Mission is seeking a Division Director of Programs in our Binghamton and Ithaca location with a positive approach to discipline and commitment to end homelessness and Hunger, Join us as we foster innate curiosities, and reach out to communities to share hope, faith, and love, dignity and community service. At the Rescue Mission, we value professionals with a desire for feedback and professional growth and dedication.

The Division Director of Programs role is an ideal opportunity for a dynamic and visionary individual to join our Rescue Mission family and play a central role in growing and shaping two of our high performing emergency shelters and committing to helping our clients by ending hunger and Homelessness.

The Division Director of Ithaca and Binghamton location responsibility include overseeing the leadership and oversight of emergency housing, residential area services as well as case management.

**Duties include but are not limited to:**

- Planning the delivery of the overall program and its activities in accordance with the mission and the goals of the organization
- Working with staff to develop objective performance measurements across all sites, to ensure consistent, high-quality evaluation and goal setting for all employees.
- Developing new initiatives to support the strategic direction of the organization in relation to programs
- Ensuring that program activities comply with all relevant legislation and professional standards
- Developing a program evaluation framework to assess the strengths of the program and to identify areas for improvement
- Developing an annual budget and operate plan to support the program
- Participating in professional fundraising organizations.
- Cultivate existing relationships with vendors with the goal of ensuring sufficient space and resources, and access to services
- Developing and implementing strategies that will maximize the synergies among program areas
- Providing hands-on management for cultivating new and existing donors as well as overseeing donor relations, volunteer services, and staff who lead special events
- Implementing processes and measures to increase participation and donations for special events and campaigns and the involvement of volunteers

**Educational Requirement:** Bachelor's Degree and Masters in Social Work required

Experience Required: A minimum of 5-7 years successful leadership/operations management experience preferred, Demonstrated success developing, evaluating program models, and selecting and successfully operationalizing innovative programs, experience in managing multi-task teams and cross-functional teams with responsibility for achieving program results desired. Experience in public development and awareness. NYS Driver's License required.

**Knowledge, Skills and Abilities Needed to Perform Effectively:**

- Exceptional customer service skills, Strong leadership skills, including ability to develop and foster trust-based relationships; ability to inspire others with a vision of what they can contribute; and skill in influencing others to generate buy-in.
- Strategic thinking to analyze current state and develop action plans to achieve objectives.
- Knowledge of non-profit financial budgeting and reporting; ability to read, analyze and interpret financial reports.
- Ability to exercise independent judgment and discretion in developing and communicating strategies
- Ability to translate strategic imperatives into actionable plans