



We're Hiring!

Program Director

Role: Provide guidance and direction for Haley House programs, including creating, implementing, and evaluating programming goals and outcomes for the soup kitchen, food pantry, Take Back the Kitchen, Community Tables, urban agriculture, Transitional Employment Program and the live-in community.

This is a full-time, salaried position with benefits.

Responsibilities:

- Work closely with program coordinators, program staff and volunteers to ensure that all programs provide a welcoming environment in accordance with the organization's values.
- Develop and set up systems to monitor program budgets, goals, and evaluation of services and ensure that they are in alignment with the organization's values and strategic plan.
- Monitor the changing needs of the programs in order to inform their future direction.
- Manage and support program staff through training, leadership, and example.
- Hire, train, supervise, evaluate, and ensure professional development opportunities for all paid and unpaid program staff members.
- Work closely with Development Department and funders, as necessary, to ensure that grant applications and required reporting are completed and timely.
- Work closely with the Volunteer Coordinator to orient and supervise program volunteers and interns.
- Work closely with the Operations Department to enforce organizational policies and procedures.
- Ensure a smooth interface between all Haley House programs and locations, including the Bakery Café.
- Establish and nurture collaborations and partnerships with other community organizations and groups.
- Participate in meetings as required.

Qualifications:

- Experience at a nonprofit that addresses issues related to homelessness, housing, job training, social justice, incarceration, and/or urban agriculture preferred.
- Five years of experience as a program director.
- Thorough understanding of program management techniques and methods.
- Experience developing program evaluation tools and key metrics.
- Knowledge of data analysis, reporting, and budgeting.
- Excellent communication and interpersonal skills.
- Excellent organizational and leadership skills.
- Attention to detail.
- Ability to work both independently and as part of a team; flexibility a must.
- Commitment to the mission of Haley House and challenging existing systems of privilege and injustice.

To apply:

Send cover letter and resume to jkimmel@haleyhouse.org by October 31, 2018.

Haley House uses food and the power of community to break down barriers between people, empower individuals, and strengthen neighborhoods (South End and Roxbury). Founded in 1966, Haley House has grown into a multifaceted organization that includes direct services (soup kitchen, meals for elders, food pantry), permanent affordable housing, urban farming, culinary education and training, and a social enterprise restaurant (Haley House Bakery Café). Our direct services and housing are located in the South End, and our social enterprise is located in Roxbury; our urban agriculture is in both neighborhoods.