



## Position Open Family Advocacy Services Director

Posted: August 18, 2017

Deadline: September 18, 2017

### **SUMMARY:**

[Three Rivers Community Action](#) is a non-profit agency providing economic opportunities that strengthen individuals, families and communities in southeastern Minnesota. The agency is seeking an experienced professional to join its leadership team. The Family Advocacy Services Director is responsible for planning, budgeting, oversight, and management of a variety of programs, including senior services, supports for persons experiencing or at risk of homelessness, transitional housing, permanent supportive housing, emergency assistance, and family supports. The director is responsible for setting up and directing program operations, leading community advisory groups, collaborating with state and local partners, evaluating program results, writing grants, and supervising staff. The director serves as a member of the agency's leadership team, responsible for planning, development and implementation of agency level goals, policies and procedures. The position is full time with generous benefits. EOE/ADA

### **REQUIREMENTS:**

- Bachelor's degree and minimum five years of progressive experience in human services, nonprofit administration, business, social work or related field. Master's degree preferred.
- Knowledge of state, county and federal resources and experience administering government programs
- Strong writing skills and demonstrated ability to prepare funding applications as well as complete reporting requirements after funding is secured
- Experience in program development, budgeting and analysis
- Experience supervising multiple staff in variety of program areas
- Experience in public speaking and demonstrated ability to work with the public, articulate ideas and work with diverse cultural and economic backgrounds
- Extensive organizational skills and an ability to handle multiple tasks
- Self-motivated, confident individual with ability to work both independently and as part of a team
- Ability to solve problems, identify new solutions and adapt to changing priorities
- Experienced in Microsoft Office programs (Word, Excel, Power Point, Outlook)
- Experience using management information systems (HMIS preferred)
- Ability to travel within the region (southeastern Minnesota)

**TO APPLY:** Send resume and cover letter to [dstamschror@threeriverscap.org](mailto:dstamschror@threeriverscap.org) by September 18, 2017. If you have any questions about the position, please contact Jenny Larson at 507-732-8510 or [jl Larson@threeriverscap.org](mailto:jl Larson@threeriverscap.org) EOA/ADA