

# Lutheran Family Services Position Description

<b>Position Title:</b> Director of Community Services	<b>Effective Date:</b> February 26, 2010
<b>Paygrade:</b> L	
<b>Reports to:</b> Vice President of Program	<b>Appointed By:</b> Vice President of Program
<b>Region:</b> Community Services	<b>Location:</b> Omaha
<b>FLSA Status:</b> Non-Exempt <input checked="" type="checkbox"/> Exempt	

**LFS Mission Statement:**  
Lutheran Family Services expresses God's love for all people by providing quality human care services that build and strengthen individual, family and community life.

**LFS Values:**  
Respect all people, families and communities. The pursuit of excellence is achieved through the education of staff and the celebration of diversity, collaboration and change. Integrity, accountability and teamwork are values that guide our communication and work in a manner that upholds the Agency's reputation and Christian value base.

**Job Purpose:**  
Serve as a member of the Senior Management Team responsible for overall direction, planning, development, implementation, and administration of community services, i.e. non-clinical services addressing the needs of under-served groups and communities. Directly manage a Community Services Program, supervise other Community Service Program Managers, and integrate immigration and other community-based services into the Regions. Assist congregations in developing faith based partnerships with the agency.

**Essential Job Duties:**

Agency Management

- Serve as a member of the Senior Management Team.
- Assist in the development and implementation of policies and procedures for Community Services programs.

Program Management

- Supervise the management Refugee Resettlement, Immigration Services, and other community services as developed. Provide program consultation and oversight to immigration and other community services provided under the supervision of Regional Directors.
- Provide leadership to the program managers and supervisors in program planning, budgeting, budget management and continuous quality improvement (CQI).
- Provide analysis and recommendations to the Vice President Program based upon monthly financial statement analysis and programmatic trends related to Community Services.
- Serve on local, state and national committees to facilitate Agency relationships with planning, regulatory and funding bodies related to Community Services.
- Network with other agencies and community/statewide organizations.
- Oversee compliance with accreditation standards, funding regulations, federal and state laws and regulations regarding refugee, immigration, and other community services.

- Advocate for refugee, asylee, immigration, and other community educational, legislative and research issues.
- Participate in and oversee marketing and promotion of Community Services programs in appropriate geographic regions of LFS.

Program Expansion / Development / Grants Management

- Develop and identify community service program needs and funding sources.
- Research and assist in the preparation of grant proposals for Community Services.
- Develop relationships with key funding sources; public and private; local, state and national.

Strategic Planning

- Provide leadership to the strategic planning process for community services.
- Identify trends, both internal and external to the Agency, and utilize them to assist in formulating a vision of the Agency's future.

Church / Community Relations

- Represent the Agency at church and community functions, serving on community committees in both the public and private sectors.
- Facilitate Agency relationships with key collaborators, funding sources and regulatory bodies.
- Build relationships with ELCA and LCMS pastors and church leaders, encouraging volunteerism and the development of resources to improve lives of the new populations.

Other Key Responsibilities:

- Participate in Agency relations/fund raising functions as appropriate.
- Other duties as assigned.

**Job Requirements:**

- A Masters Degree in a human service field, public administration or other related field, or a Bachelors degree along with extensive training and experience.
- A minimum of 3-5 years experience in advocacy, social ministries, or program development, with extensive experience working with community organizations.
- Bilingual, Spanish preferred.
- A working knowledge of social issues, community organization, and social advocacy.
- Excellent communication skills, both written and verbal.
- Knowledge of finance, budgeting and grant writing.
- Computer skills in Microsoft Word and Excel.
- Commitment to the mission of Lutheran Family Services of Nebraska.
- Valid Nebraska driver's license and ability to travel and stay overnight away from home.
- Ability to work evenings and weekends as necessary.
- A commitment to teamwork and collaboration.

Hiring Manager Signature \_\_\_\_\_

Date \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Director Human Resources \_\_\_\_\_

Date \_\_\_\_\_