

Job Description – Iowa Program Director
Hired By: Executive Director
Reports To: Executive Director
Exempt Position

General Role Description

The Program Director is a part of the Directors Team and is responsible for a number of administrative duties at Riverview Center to support development, direct services, prevention education, marketing and general operations of the organization. Workweek is approximately 40 hours, and is considered an exempt position.

Duties and Responsibilities:

Supervisor of Sexual Assault Services in the counties providing services in the Dubuque and Cedar Rapids/Marion offices:

- ❖ Direct supervision of Advocates, Prevention Educators, Therapists, and counselors in order to ensure the delivery of quality services which are in compliance with the Iowa Standards and various funders.
- ❖ Responsible for programmatic development in sexual assault counseling, advocacy, and prevention education.
- ❖ In collaboration with the Executive Director hires sexual assault personnel to fill any vacancies in the Dubuque and Cedar Rapids/Marion offices.
- ❖ Supervise and work with the staff in the sexual assault program record keeping, ensuring that all required documentation, monthly reports and statistics are completed in a timely manner.
- ❖ Coordinate with all staff on sexual assault awareness month activities.

Other Responsibilities:

- ❖ Stay abreast of changes and trends in sexual assault services at a local, state, and national level.
- ❖ Participate in on-call and hotline dispatch on a rotating basis. Availability to respond in-person to hospitals, police stations, and other 24-hour facilities to provide support, advocacy, and crisis counseling/intervention.
- ❖ Answer crisis and business line, and provide crisis counseling/intervention, make necessary referrals, and/or connect the caller to the appropriate staff member or other professional. Provide telephone support to all Riverview Center offices to ensure the best service to all callers.
- ❖ Assist the Executive Director and Director Team in formulating strategic and long-range plans for Riverview Center.
- ❖ Assist in strategic planning and goal setting for the organization.
- ❖ Assist the Executive Director and the Fiscal Director in the budgeting process in formulating the sexual assault program and prevention education budget for Riverview Center.
- ❖ Serve as an administrative contact for Riverview Center funders such as IACASA, CVAD, United Way, and other private and governmental entities. Including attending membership meetings, required trainings, mandatory conferences/meetings, and other events as related to the management of the organization.

- ❖ Assist in the recruiting and hiring of new team members for the Dubuque and Cedar Rapids/Marion Offices. Includes completing internal postings, advertisement for open positions, and screening candidates for possible interviews, etc.
- ❖ Serve as an administrative presence in the Dubuque and Cedar Rapids/Marion offices, and assist in the needs of the site's staff including supplies, marketing, networking, maintenance, and general office environment.
- ❖ Assist the entire team in creating forms and data entry processes that allow for productive work environment.
- ❖ Coordinate and collaborates with all staff for community fundraising efforts in all of the service area.
- ❖ Work with the Development Director to develop and maintain fundraising goals.
- ❖ Assist in coordinating fundraising and friend raising events throughout the service area.
- ❖ Assist in the grant writing and planning with the Grants and Publications Director.
- ❖ Work with area professionals to coordinate print media and other outlets to market the Riverview Center's mission.

General Requirements

- ❖ Bachelor's degree in social service administration or related field required.
- ❖ A minimum of 5 years of experience in management, program development, and staff supervision.
- ❖ Excellent organizational and planning skills.
- ❖ Previous experience in working with social service agencies preferred.
- ❖ Experience in fundraising, grant writing, donor solicitation, public relations and marketing needed.
- ❖ Excellent interpersonal, verbal, and written communication skills.
- ❖ Strong analytic and strategic thinking skills.
- ❖ Must possess the ability to meet deadlines and manage complex interrelated tasks simultaneously.
- ❖ Ability to work independently and as a team.
- ❖ Must complete 32-hour sexual assault training to meet Iowa State Standards.
- ❖ Ability to work a flexible schedule and to travel locally, in and out of state.
- ❖ Must have valid driver's license and insured transportation.
- ❖ The ability to network with persons in the Region 3 service area.
- ❖ Knowledge of general development concepts and principals.

I _____ have read the Job Description of the **Iowa Program Director** and understand the responsibilities of this position.

Signature of Employee

Signature of Executive Director

Date

Date