

House Director
(Drafted 8/12/2025)

Dismas of Vermont's (DoV) mission is to reconcile formerly incarcerated individuals with society and society with formerly incarcerated individuals. DoV, an organization focused on providing shelter and support to people making the difficult transition from incarceration to new lives, is seeking a committed, goal-driven leader to join the team and lead a congregate home of 7 to 11 formally incarcerated residents, the local community, and staff.

The full-time House Director leads the daily operation of the house, supporting residents as they work to transition back into the community. Responsibilities include residential life, community outreach and fundraising, volunteer management, and house administrative, maintenance, and financial operations.

The most critical measure of success of this position, and indeed the entire organization, is the successful transition of house residents back into our communities.

Residential Life

- Screen and interview potential residents, and communicate commitments and expectations if accepted.
- Maintain a working knowledge of Probation and Parole processes, requirements, and protocols with individuals and transitional housing partners.
- Create a house community of trust, acceptance, support, and personal accountability in partnership with staff and residents.
- Facilitate weekly house meetings with residents to ensure each resident's commitment to the house and community.
- Ensure consistency of the volunteer cook program and share facilitation responsibilities with staff.
- Planning, participating, and leading resident outings that include volunteer and outreach opportunities, house activities, and group outings.

Data Management and Reporting

- Ensures proper record keeping in both the Resident Database and the Department of Corrections (DOC) Offender Management System.
- Collaborate with the DoV Program Director and staff to track various aspects of residential and financial success for Dismas, including evaluations, outcome measurements, and reporting.
 - Supervise, coach, evaluate, and hire house staff and interns.



- Collaborate with the local council, Philanthropic Associate, Program Director, and Executive Director to develop the annual house budget and work to manage expenses to the annual budget.
- Ensure the house is properly maintained with the support of the local council maintenance committee.
- Develop and maintain a collaborative relationship with the DOC's local probation and parole office.

Fundraising, Donor Stewardship

- Lead efforts to develop the annual appeal and fundraising events with the support of the DoV Development Director, Philanthropic Associate, and local council Development Committee.
- Ensure with staff that grants reports, donor information, and giving history are properly submitted and/or entered in the donor database.
- Build deep relationships with local council members, volunteers, community stakeholders, and staff.
 - Attend and participate in local and statewide staff meetings, as well as the annual organization retreat.
 - Collaborate with statewide staff in new program development.
 - Other responsibilities as assigned.

Qualifications:

- Demonstrated program management skills and a track record of achieving goals in collaboration with others.
- A degree in Social Services, Business Administration, or a relevant field, and/or experience in a senior leadership position in either a non-profit or for-profit organization.
- Proficiency with Microsoft 365 and database management.
- Strong interpersonal, written, and verbal communication skills.
- A self-motivated, charismatic individual with a high degree of organization, creativity, and the desire to inspire others through action.
- Possess personal traits such as compassion, empathy, and cultural competence, and be ready, willing, and able to learn.
- The ability to work as a team player and independently.
- Basic fundraising or sales knowledge, and a willingness to learn.
- Familiarity with Trauma-Informed and Restorative Practices. Knowledge of Contingent Management programs is a plus.

Employment Requirements:

- Successful background and reference check.
- Reliable transportation for commute and daily activities.
- Willingness to work on premises, and at community and organizational events.
- Ability to work a flexible schedule.



Additional Information:

- The salary range for the House Director is \$67,184 to \$80,000 annually, with a generous benefits package.
- This position reports to the DoV Program Director.
- This is not a remote position and reports to the house daily.

To apply, please submit a cover letter and resume via email to amy@dismasoft.org