



Dismas of Vermont
HOUSE DIRECTOR JOB DESCRIPTION

Dismas of Vermont's (DoV) mission is to reconcile former prisoners with society and society with former prisoners. DoV, an organization focused on providing shelter and support to men and women 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 anywhere between 7 to 11 formally incarcerated residents, 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. Dismas strives to support residents in that challenging transition, **and** to support our communities in reconciling with our residents.

Core Responsibilities:

- 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 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 DOC's Offender Management System.
 - Collaborate with the DoV Program Director and staff to track various aspects of residential and financial success for Dismas, including evaluations, outcomes measurements, and reporting.
- Supervise, coach, evaluate and hire house staff, and interns.

- Collaborate with local council Financial Liaison, 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 and local council Development Committee.
 - Ensure with staff that donor information and giving history is properly entered and updated in Dismas' Donor Database
 - Ensure all grant reports are submitted on time in partnership with DoV staff.
 - 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 software and databases.
- 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.

Please submit a cover letter and resume via email to amy@dismasofvt.org

www.dismasofvt.org