

## **Our organization**

Integrated Family Community Services (IFCS) is a non-profit organization that believes everyone deserves to be healthy, and that individual access to nutrition, financial security, and physical wellness affects the overall health of our society. To achieve this vision, IFCS offers targeted programming to low-income households. Services include a daily no-cost food market, bill pay assistance, and vouchers to local recreation centers.

## **The Program Director**

Reporting to the Executive Director, the Program Director provides supervision of the Food Market Manager, Resource Navigation Lead, and Resource Navigators. With a balance of social service expertise and program administration, the Program Director is responsible for providing leadership and oversight of grant-funded services and service partners. The successful candidate will come to this role with experience in improving food security and financial stability through community engagement for under resourced populations. This is a great opportunity for a candidate with previous success managing nonprofit programs, conducting community outreach, and building cross-sector partnerships.

The Market @ IFCS is entering into its second year of operation as a no-cost grocery program. The Program Director is tasked with refining program procedures and sustaining partnerships to provide nutritious food to 100 families five days a week. IFCS has a long history providing utility bill payment and rental assistance to cost-burdened households. The Program Director will preserve the organization's current funding partners while exploring additional avenues to aid households taking their success further.

## **Essential Duties**

- Responsible for the contractual, financial, programmatic, and administrative oversight of The Market @ IFCS, Energy Outreach Colorado funded utility bill payment program, government funded rent assistance, and recreation center membership aid.
- Collaborates with Executive Director to identify funding opportunities, co-author grant proposals, and manage awarded initiatives to include budget, goal, evaluation, reporting, and documentation retention compliance.
- Cultivates community partnerships to facilitate responsive programming and monitor trends in social services to ensure IFCS program offerings meet the true needs of the community.
- Embraces equity by contributing to the development of diverse teams and inclusive program strategies.
- Monitors and reports on program participation and impact data for internal and external stakeholders.
- Partners with Communications Manager to drive awareness of and participation in programs.
- Supports Development Director, as needed, in the execution of fundraising activities and events.
- Implements policies, procedures, and practices of the organization.
- Assists Executive Director in management functions and acts in the director's absence.

## **Preferred Aptitude, Experience and Skills**

- Minimum of 5 years' experience working within the nonprofit sector including experience managing teams.
- Bachelor's degree required, plus program related experience in advocacy, community organizing, public welfare, and social work. Master's degree a plus.
- Ability to manage multiple short and long-term projects simultaneously, with a track record of meeting deadlines and deliverables; comfort with juggling multiple and shifting priorities.
- Demonstrated capacity to quickly build relationships and work collaboratively with multiple stakeholders.
- Bilingual and able to read, write and speak Spanish proficiently.

## **Compensation**

The Program Director is a full-time, exempt position working primarily onsite and in the community. Salary for this role is \$65,000 to \$70,000 annually.

## **Benefits**

Available after 60 consecutive days of employment and include paid health insurance for the employee; Simple IRA retirement plan with up to 3% employer match; paid sick, holiday and vacation hours; life insurance.

## **Work Environment**

- Work hours are primarily scheduled between 7:30 a.m. and 4:30 p.m. with a 30-minute unpaid lunch break.
- All staff work in the office daily with 4 to 12 hours scheduled remotely dependent on position and seniority.
- The position is subject to prolonged periods of sitting at a desk working on a computer.
- The position may be required to sit, talk, hear, stand, walk, bend, stoop, squat, and use hands to handle or feel, and reach with hands and arms.
- Moderate physical effort may be required by moving and positioning objects up to 50 pounds occasionally.

## **Our Company Culture**

IFCS is based on the desire of one woman in Englewood to make a difference in her community. We aim to emulate that day-in and day-out by leveraging donations, grants, and volunteers in the Denver Metro Area to the benefit of our neighbors earning low incomes or living with fixed incomes. Our small team is dynamic and diverse, representing varied racial, cultural, and religious backgrounds. We honor special moments in our lives by coming together for a shared meal in celebration. Continuous learning is encouraged and opportunities to network with professionals and leaders in our community are provided.

## **Instructions**

To apply, email your resume and cover letter to Sandra Blythe-Perry, Executive Director: [SandraBP@IFCS.org](mailto:SandraBP@IFCS.org). Interviews will be conducted on a rolling basis starting January 4, 2024.