



SAINT  
FRANCIS  
CENTER

St. Francis Center (SFC), a ministry of the Episcopal Diocese of Colorado, was established in June 1983. SFC is a refuge for men and women who are homeless in the metro Denver area. Our programs and services are tailored toward adult women and men, and focus on daytime shelter, social services, health and wellness, housing, employment, and outreach. At SFC, "guests" have the opportunity to work with a variety of specialists, depending on their individual needs, which is often the first step toward transformation and ultimately self-sufficiency.

We are currently looking for a **Director of Day Center Programs**. This is a Full-Time, Exempt position eligible for an excellent benefit package as outlined below.

## POSITION OVERVIEW

The role of the Director of Day Center Programs is to assist in the overall execution of the mission of St. Francis Center, with special attention to the carrying out of the parts of the mission specific to the various Day Center programs. This position directly oversees the design and implementation of all programs and operations within the St. Francis Center Day Center, while also being a leader in the development and execution of policies and practices at the overall organizational level. The Director of Day Center Programs is a part of the Admin Team and reports to the Executive Director, and directly supervises all of the directors of the various programs in the Day Center.

### Job Responsibilities:

#### Day Center Programs

- Oversee all programming and service provision within the SFC Day Center
- Lead overall vision and direction of the Day Center programs
  - Facilitate regular Day Center Directors meetings attended by all of the directors of programs in the Day Center
  - Work with program directors to create and implement Day Center policies and program strategies that coordinate effective and quality service provision to SFC guests
  - Ensure overall organizational support of Day Center programs for any program or operational needs in the Day Center
- Provide direct supervision of the Wellness, Social Services, Intake, and Core Services program directors:
  - Regular one-on-one supervision meetings held at least monthly
  - Support program directors as needed in the planning, development, and direction of their respective programs
  - Work closely with HR to provide support for Day Center program directors particularly in regards to the creation and revision of program policies, as well as with the overall employee life cycle within their respective programs
  - Support program directors in the achievement of overall program outcomes whether they are grant directed or tied to internal program and organizational goals
- Provide Core Services staffing assistance monthly on a weekend or as needed to help fill in gaps



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- Support program staff in addition to program directors in overall provision of services, with special attention to being present and supportive during emergencies and unique scenario circumstances
- Be a presence for guest concerns, ideas, and overall feedback with regards to services and service provision

### **Larger Organizational Duties**

- Work closely with HR to provide support at the organizational level and to various program departments
- Participate in and provide leadership within the St. Francis Center Oversight Committee
- Participate in and provide leadership to the Program and Employee Leadership Council (PELC), which provides leadership to organizational committees and strategic initiatives relevant to program and employee relations
- Participate in weekly Admin Team meetings and participate in corresponding organizational strategic and administration discussions and efforts
- Participate on various administrative and planning committees at the direction and discretion of the Executive Director, including strategic planning committees and subcommittees, and others, offering a Day Center programmatic perspective as well as an overall organizational administrative perspective
- Attend various community meetings, strategic design efforts, and other such events to represent the organization and its interests as well as the best interests of those served as part of the organizational mission
- Lead or delegate special projects that come up that help the organization more fully live out its mission and/or advance implementation of the Strategic Plan
- Be a leader in promoting a positive organizational culture in-line with SFC's Strategic Plan goals of becoming an Employer of Choice
- Provide support to and integration with other departments outside of the Day Center as needed

### **KNOWLEDGE, SKILLS, AND EXPERIENCE**

- At least seven years significant work experience with growing non-profit organizations including a thorough understanding of fiscal responsibility and experience managing diverse department and staffing needs
- Demonstrated experience in organizational management, ideally in the nonprofit sector
- Experience should include compliance, budget, and resource development
- Advanced analytical abilities, impeccable judgment and problem resolution skills
- Detail oriented with exceptionally strong follow-up and follow-through skills
- Exceptional interpersonal communication, presentation, and leadership skills
- Professionalism, maturity, and an understanding of how to handle sensitive and confidential information
- Strong work ethic coupled with an enthusiastic and passionate approach to work
- Respectful; promotes inclusion and diversity
- Personal qualities of integrity, credibility, and a commitment to living out St. Francis Center's mission and Core Values
- Experience with MS Office Suite and HMIS
- Working knowledge of Housing First principles, Trauma Informed Practices, and motivational interviewing



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## **EDUCATION**

- Bachelor's degree in business, nonprofit management, social services or a directly related field
- LCSW or Master's Degree preferred

## **Compensation and Benefits:**

\$67,000 - \$75,000 per year or DOE

This is a full-time, exempt position.

The position is eligible for a robust benefits package including:

- Employer-paid health insurance with an HRA plan
- Employer-paid dental insurance
- Employer-paid life insurance after 1 year of employment
- Robust pension plan after 1 year (5% plus a dollar-for-dollar match of contributions up to 4% of earnings)
- Generous Employer-paid sick/vacation leave

## **How To Apply:**

Qualified persons may apply by sending a cover letter, résumé, and three references to Saint Francis Center at [christie@hrchoice.com](mailto:christie@hrchoice.com). Invitations for interviews will be extended upon review of qualified candidates until the position is filled.

*St. Francis Center is an Equal Opportunity employer.*

*St. Francis Center (SFC) strives to create a more just, diverse, equitable, and inclusive society for our community members who experience homelessness and turn to us for refuge. This begins with how we serve our guests and residents as well as how staff, volunteers, and board members treat each other. SFC acknowledges that, as a community, we can always do better by learning from the past and by celebrating and including all voices. SFC commits to learning and growing as we consistently strive for a more equitable and inclusive society.*