



Job Posting: Hire Expectations Director

HomeFront, a 27-year-old nonprofit social services agency in Mercer County is seeking a leader with passion, dedication, and a deep desire to help families become self-sufficient to lead our Hire Expectations team.

One of HomeFront's core beliefs is that with the right tools, all families can succeed. Our Hire Expectations Director is responsible for developing and sharing these tools to put parents on the road to success. In partnership with well-trained instructors, dedicated volunteers, community partners, and administrative staff, Hire Expectations offers multi-faceted instruction and support for long-term success. The program offers formal educational programs including on-site preparation and testing to acquire high school equivalency diplomas. Once a diploma is in hand, Hire Expectations helps in resume preparation, coaches clients for success at job interviews, and connects the job-seeker with potential employers. HomeFront is a WorkFirst New Jersey site that offers educational instruction, practical work experience, job training, and career preparation.

The Hire Expectations program recognizes that life skills are critical for self-independent living and offers extensive programming in parenting, health, budgeting, cooking and more in addition to formal education. Our staff and caseworkers address barriers to success, such as lack of housing, legal problems and mental or physical health issues. The Hire Expectations Director manages the HomeFront FreeStore which serves a double purpose both as a resource where parents can obtain presentable, gently worn clothing and shoes for school and work and housewares to make a house a home while also serving as a training site for customer service and retail positions. Throughout all our programs, intensive support and case management are fundamental to integrating resources and tailoring programs to ensure the success of the client.

The success of Hire Expectations is directly attributable to our partnerships with countless others: state agencies, local employers, business leaders, educational institutions, health care providers, dozens of volunteer tutors and coaches, nonprofit agencies, and many more. The Director will prioritize and manage these relationships for the benefit of our clients.

Essential Job Functions:

- Dedication to client and program success
- Lead team of 8 committed to the delivery of program and services
- Ensure programs are delivered according to specified guidelines
- Encourage team creativity to enhance programs and services
- Research and recommend new programs to meet identified client needs
- Maintain and manage Corporate Grants and Government Funding
- Develop and manage monthly program budget to ensure fund utilization

- Build strong partnerships with state and county offices, partner agencies, corporations, educational institutions, foundations and all those who contribute to success of programs
- Attend meetings as required by government agencies
- Develop and maintain collaborative relationships with Homefront program managers to enrich client services
- Partner with Grant Writers to maintain and increase program funding
- Complete program internal and external reports
- Ensure and protect agency, employee and client confidentiality
- Deliver timely and detailed performance reviews

Job Competencies

- Strong Leadership skills
- Empathy
- Interpersonal Skills
- Strategic Thinking
- Effective Communication
- Conflict Resolution/Problem Solving
- Creativity

Technical Skills

- Computer Literacy
- Intermediate Microsoft Office Skills
- Budget Planning
- Data Analytics
- Strong Writing Skills
- Time Management

Requirements:

- Bachelor's degree in Business Administration, Education or related field
- Knowledge of State, Trenton and Mercer County Agencies, surrounding county businesses, organizations and demographics
- Experience with Grant Management
- Valid driver's license and satisfactory driving record
- Minimum of 5-year management experience

Physical Demands:

- Job operates in an office setting which routinely uses standard office equipment
- Exposure to the outdoors and inclement weather is possible

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities and activities may be added or change at any time.

HomeFront, Inc is an equal opportunity employer. We welcome employees and prospective employees without regard to race, religion, national origin, gender, age, disability, marital status, gender identity or expression, sexual orientation or veteran status.

Submit your application/resume to our Human Resources Department by mail, fax or email.

Mail: HomeFront, Human Resources. 1880 Princeton Avenue. Lawrenceville, NJ 08648

Fax: (609) 989-9423 Ruth Vazquez “Attention: Human Resources”

E-Mail: RuthV@homefrontnj.org

More Information At: <https://www.homefrontnj.org/jobs/>