



Position Title: Vice President of Programs

Department: Programs

Office Location: Lincoln, NE

FLSA Status: Full-time, Exempt

Reports to: Executive Director

Date Created: July 2021

God has called **us** to **build up** the **Body of Christ** in southern Nebraska through the spiritual and corporal works of mercy. We are **called** to **grow** in holiness, **walk** in trust, **serve** with integrity, and **faithfully** proclaim the Gospel.

Position Summary: The Vice President of Programs is a compassionate, dynamic, and inspirational leader. This person will lead and manage our social services operation that assists, accompanies, and affects social change and the betterment of individuals, families, and the common good. This individual is responsible for all social services programs at our four regional offices, which include Auburn, Hastings, Imperial, and Lincoln.

Essential Functions:

- Manage the performance, budget, and expected outcomes of:
 - Emergency Services, including homeless outreach and disaster recovery
 - Food Market Programs, including breakfast and lunch programs
 - Immigration Legal Services
 - Refugee Resettlement and Employment Services
 - St. Gianna Women's Homes
 - Other social service-related projects
- Represent, communicate, and integrate authentic Catholic social teaching in the provision of social service programming.
- Develop existing and new projects.
- Research and write grant proposals.
- Evaluate and maintain sustainability of social service programs.
- Explore funding opportunities and grants alongside CSS program and development staff.
- Provide presentations and education to community members and parishes regarding social service programs available.
- Monitor and develop systems for excellent client service.
- All other duties as assigned.

Catholic Social Services does not discriminate in employment on the basis of race, color, religion, sex, national origin, age, marital status, personal appearance, family responsibilities, physical or mental disability, political affiliation, status as a veteran, or any other basis protected by applicable Federal and Nebraska laws.



Supervisory Functions:

- Manage the Program Department staff directly reporting to the Vice President of Programs.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees in the Programs Department.
- Plan, assign, and direct work.
- Conduct employee performance reviews.
- Address complaints and resolve problems.
- Resolve employee issues and follow the progressive disciplinary action plan.

Preferred Competencies:

- Communication; written and verbal
- Cooperation
- Teamwork
- Problem Solving
- Ethical
- Organizational Support
- Safety and Security
- Bold Vision
- Intrinsic Motivation

Qualifications:

Bachelor's degree from a four-year college or university, preferably in social work, community development, non-profit management, or business administration; a minimum of three years related experience and/or training, five years or more preferred; or equivalent combination of applicable education and experience.

Must be knowledgeable about the Catholic Church and support the moral and religious teachings.

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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel, reach with hands or arms, climb or balance, stoop, kneel, crouch, or crawl, and talk or hear. The employee must regularly lift and/or move up to 20 pounds.

Working Environment:

While performing the duties of this job, the employee is inside the building and only works outside occasionally. The noise level in the work environment is usually moderate.

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