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Senior Program Officer of Community Based Programs

DOROT, which means “generations” in Hebrew, was founded in 1976. We provide a dynamic partnership of seniors, volunteers and professionals dedicated to enhancing the lives of older adults to help them live independently as valued members of the community. Our wide array of programs – conducted on-site, in the home and in the community – are designed to combat loneliness and social isolation. Compassionate care and a commitment to excellence are hallmarks of our programs and staff.

DOROT’s clients range in age from 60 to over 100, vary in physical mobility and economic status, and come from diverse backgrounds. DOROT serves the Jewish and wider community and offers a lifeline of support to older adults in our catchment area (the Upper West Side from 59th to 125th Streets, East Side from 14th to 96th Streets and Westchester County).

DOROT is an innovative leader in mobilizing volunteers of all ages to improve the lives and health of the elderly and address the challenges of an aging society. We bring the generations together in mutually-beneficial partnership, engaging over 7,000 volunteers a year in meaningful and impactful programming.

For further information about DOROT, please visit: www.dorotusa.org.

POSITION SUMMARY

As a member of DOROT’s Senior Management Team, the Senior Program Officer for *Community Based Programs & External Affairs* is a newly created position. As DOROT positions itself for growth, this position will add further depth to our program management structure.

Reporting to the Chief Program Officer, this Senior Program Officer will provide leadership to three Program Directors and oversee budgets totaling \$1.2 million.

S/he will be accountable for the individuals served and the outcomes created by a team of eight full-time staff within the *Educational Services*, *Homelessness Services*, and *Program Impact & Evaluation* Departments. In addition, this position will be directly responsible for external affairs and advocacy efforts.

MAJOR RESPONSIBILITIES

As a Member of the Senior Management Team:

- Be an astute and creative thought leader for DOROT, offering expertise in weekly senior management team meetings and collaborating with two other Senior Program Officers, the Chief Program Officer, the Chief Financial Officer, the Chief Development Officer, and the

Executive Director to drive on-going strategic discussion, agency-wide objectives and standards of excellence.

- Represent DOROT within the aging, homelessness, online education and Jewish communities, and use the insight gained from external networking to continually expand knowledge base in these fields and build strategic partnerships.
- Ensure uniformity in and accountability for policies and protocols among like initiatives, both intra- and inter-departmentally.
- Serve as DOROT's external affairs officer by working with local and nationwide organizations, government agencies, coalitions and other entities to share expertise and garner visibility for existing and new initiatives; also represent DOROT at public hearings and spearhead advocacy activities.
- Take the lead in quantifying results and demonstrating the impact of the important services that DOROT provides.
- Be a force for change and embrace a forward-thinking approach to organizational growth and expansion: help to create and implement effective solutions, new program initiatives and long range plans aligned with DOROT's mission and strategic direction to meet the changing needs of older adults and the volunteer corps.
- Collaborate with peers and board leadership on a multitude of issues related to good governance, staff support, new initiatives, data tracking and program assessment.
- Other duties as assigned by the Chief Program Officer

For the Community Based Programs & External Affairs Portfolio

- Provide leadership, management supervision and operational guidance to reporting Directors.
- Oversee the establishment of priorities, budgets and comprehensive work plans for each Department using good business practices.
- Establish and continually refine short and long-term program goals, benchmarks, logic models and related protocols for each program; monitor progress to ensure challenges are being addressed in a timely manner and that program expectations are met.
- Guide the creation of social isolation and impact measures and their consistent application to all evaluation instruments.
- Lead the definition and implementation of appropriate intervals for various types of client and volunteer evaluation.
- Integrate data (collection and review, qualitative and quantitative findings of surveys and evaluations, gaps to be addressed in the future, new studies, etc.) as an integral part of

program discussions; help staff to understand and embrace the value and collective impact of this information.

- Work with Directors to ensure effective systems are in place for timely data entry and meaningful utilization of reports generated from the client management database.
- Work closely with the Development team to formulate grant proposals as well as interim and final reports. Oversee the implementation of program grants and monitor the successful achievement of grant deliverables.

Candidate Qualifications

- Ten or more years of program management and senior leadership demonstrating an increasing level of responsibility in a social service agency required
- Three or more years of experience working with research and/or evaluation staff to assess program effectiveness utilizing evaluation techniques; working knowledge of SPSS a plus
- A proven track record as a strong supervisor with excellent analytical skills and success in establishing effective operational policies and protocols
- Demonstrated experience fostering a spirit of collaboration and team building with staff during both routine and transformational periods, and capacity to address challenges with flexibility and creativity
- A comprehensive understanding of the field of aging, including the challenges and opportunities facing older adults.
- Competency in, and appreciation for, data analytics – with the ability to translate information into actionable items to meet goals, and a comprehension of database functionality and reporting
- Ability to think strategically and lead with good instincts, sound judgement and an entrepreneurial spirit
- Ability to empower others to achieve results
- Experience with and comfort in presenting at local and national conferences
- Exceptional verbal and written communication skills
- A passion, warmth and sensitivity for DOROT's mission, as well as an understanding of Jewish values and the community
- Experience working with a volunteer-driven program a plus
- MSW or Master's degree in relevant discipline strongly preferred

Compensation

A competitive compensation package with a generous benefits package will be offered to the outstanding candidate.

To Apply

Please submit a resume, cover letter and salary requirements to:

Judy Logan, Director of Human Resources and Operations

jlogan@dorotusa.org

(917) 441-3753

It is the policy of DOROT, Inc. to provide equal employment opportunity to qualified individuals for employment or advancement without discrimination because of race, color, religion creed, political association, ancestry, gender, gender identity, sex, sexual orientation, marital status, domestic violence or stalking victim status, national origin, citizenship, age, veteran status, pregnancy, handicap disability, genetic, genetic characteristics, or other protected status.