



Position: Vice President of Social Services	
Reports to: President/CEO	Direct Reports: 2
Employment Status: Full-Time	FLSA Status: Exempt

The mission of the Refill Jackson Initiative (RJI) is to empower young adults, ages 18 to 24, so that they are more confident, better equipped, and motivated to enter into, navigate, and stay in the workforce. In pursuit of this mission, RJI teaches our young adults soft and technical skills in a traditional classroom setting and fully operational cafe open to the general public for weekday lunch.

More specifically, young adults enter the program in groups, or cohorts, of 12 members each, initially attending five weeks of classes on topics ranging from anger management and resume-building to financial literacy and professional dress. The cohort then moves to the cafe for hands-on training in front-of-house (e.g., professional greeting, ensuring customer satisfaction) and back-of-house skills (e.g., sanitation, properly cleaning and using equipment). Members earn a stipend each week, with other financial incentives in place to encourage saving and maintaining employment after graduating from the 10-week program. Upon successful completion of the program, graduates are offered four options for continued engagement with RJI for 10 additional months: 1) a paid four-month internship at a local business, 2) introductions to employers for interviews leading to employment, 3) further education, and/or 4) continued access to staff for support and social services as needed.

POSITION SUMMARY

With support from subordinate staff, the Vice President of Social Services is responsible for managing all aspects related to addressing members' barriers to entering the workforce so as to achieve defined results. The Vice President actively collaborates with other members of the management team, including the President/CEO, Vice President of Education and Training, and the Restaurant Manager of RJI's restaurant, Refill Cafe, in order to ensure cohesion across the program. Additionally, the position significantly contributes to strategic planning; monitoring, evaluation, and learning; and fundraising, and represents the program to external audiences and stakeholders.

PRINCIPAL DUTIES, RESPONSIBILITIES, AND EXPECTATIONS

- Social services. Manage all aspects related to addressing members' barriers to entering the workforce based upon deep knowledge and understanding of the provision of social services in Hinds County, as well as the needs of West Jackson's young people ages 18 to 24.

- Monitoring, evaluation, and learning. Monitor and evaluate each individual member's progress toward addressing his/her barriers to entering the workforce. Ensure that any partnerships and internal policies and processes are continually improved upon, based on evaluation findings. Participate in any external evaluations.
- Collaboration. Actively collaborate with other members of the management team, including the President/CEO, Vice President of Education and Training, and Restaurant Manager, in order to ensure cohesion across the program. Maintain effective working relationships with all RJI staff. Participate in organizational activities geared toward RJI's success and strengths.
- Strategic leadership and management. Select, train, lead, and manage staff and foster professional development, teamwork, trust, and collaboration. Develop and carry out innovative approaches to programmatic, budgetary, and staffing challenges.
- Fundraising and donor engagement. Contribute to a fundraising strategy so as to ensure a consistent, sustainable stream of donor funding. The Vice President will aid the Board of Directors and President/CEO in identifying potential funding sources; developing productive, collaborative relationships with donors; conceptualizing and authoring winning funding applications as required; and participating in negotiations with funders as needed. Report progress and impact to donors as required.
- Financial management. With the President/CEO and Financial Controller, proactively manage the program's finances, including spending analysis and forecasting, to ensure effective, timely program implementation in full compliance with donor rules/regulations.
- Advocacy and external relations. Represent RJI publicly. Build strong external alliances and collaborative approaches with other nonprofit and community organizations, including those that also focus on workforce development; potential employers for program participants; donors; state and local government leaders and staff; and think tanks and subject matter experts.
- Strategic planning. Assist the Board of Directors and President/CEO in developing and carrying out the organization's long-term strategic plan.
- Travel. Travel within Mississippi and the broader U.S. as required.

JOB QUALIFICATIONS

Education:

- Bachelor's degree in social work, education, sociology or related field.
- Master's degree in social work, education, sociology or related field *preferred*.

Experience and Training:

- Five years of directly related experience.
- Two years of experience directly supervising and managing staff.
- Strong ability to identify and analyze complex problems and develop effective solutions.
- Program management.
- Monitoring, evaluation, and learning.
- Word processing.
- Budget and financial management.
- Proposal writing.
- Staff development and management.
- Familiarity with government rules and regulations on financial assistance *preferred*.

Soft Skills and Competencies:

- Strong ability to lead by example, with integrity, purpose, and commitment to attaining an organization's goals.
- Mastery of social work theories and social work practice models.
- Understanding of community and workforce development principles; experience in promoting racial equity and healing.
- Responsiveness to stakeholder (including member and donor) needs and willingness to solicit feedback to improve program quality. Ability to incorporate feedback and evaluation findings to improve program.
- Strong ability to manage own time, multi-task, and meet tight deadlines.
- Ability to collaborate with others and work as an effective team member.
- Excellent interpersonal and conflict mediation skills. Awareness of own strengths and weaknesses. Ability to learn from experience and through training and development opportunities.
- Commitment to working transparently and respectfully with supervisor(s).

HOW TO APPLY

Submit a cover letter and your resume via email with the subject line "VP of Social Services" to Emily Stanfield (emily@refillcafejackson.com) by Sunday, April 7, 2019. Qualifying candidates will be contacted the week of April 8. RJI anticipates that the start date for this position will be June 17.