Position: Senior Manager, Community & Reentry Programming  
Reports To: CEO & President  

Make an Impact!  
We are seeking to hire an experienced Senior Manager, Community & Reentry Programming to lead a cross-functional team to ensure that program activities, objectives, outcomes, and reporting requirements are met or exceeded, and is responsible for ensuring quality delivery of activities, oversight of program budgets, and communication and relationship-building with funders and partner organizations. Towards Employment is committed to supporting low-income individuals preparing to enter the workforce or looking to advance from low-wage employment while also fulfilling the staffing needs of local employers. Our model provides wrap-around services that make a difference for individuals facing barriers to employment or while employed.

This Position:  
This critical leadership position is responsible for Towards Employment’s community and reentry career pathway programming serving individuals with criminal justice involvement as well as other targeted populations based on partnerships and community need. This role is responsible for ensuring that individuals enter and advance along a career pathway efficiently and with quality support, ensuring the candidate flow needed to achieve targeted benchmarks at each transition point, ultimately achieving training, placement, and advancement goals. They will liaise with functional leads on Training, Coaching, Data Management, Case management and Outreach to ensure staff are implementing best practices in each function. They are charged with developing and implementing program enhancements and continuous quality improvement, as well as liaising with employer engagement and job placement activities led by the Towards Employment Industry Partnerships team. They are responsible for overseeing multiple grants and contracts to support this work, and will play an important role in program development, monitoring and evaluation, and representing Towards Employment’s in the community on issues related to the programmatic work.

Success in this position typically requires:  
• At least three to five years of program management experience in workforce development; At least two years of previous experience working with formerly incarcerated individuals highly preferred. Bachelor’s degree preferred.  
• Experience leading the day-to-day operations of a complex project team with multiple partners; ability to leverage and navigate internal and external relationships and collaboration  
• Experience successfully managing government contracts with knowledge of federally funded program requirements.  
• Demonstrated ability to hire and manage a high functioning team  
• Ability to work in a flexible, fast paced, collaborative and matrixed work environment  
• Knowledge and experience managing program budgets, reporting on services and outcomes, and adjusting to constraints as needed  
• Excellent relationship building and proven communication skills for success with varied stakeholders  
• Demonstrated ability to work with people from diverse cultural, socioeconomic, racial, and educational backgrounds.  
• Commitment to mission and values of Towards Employment

Other Requirements:  
We are looking for a Social Justice and Racial Equity Advocate – someone who is passionate about promoting racial equity and inclusion at personal, organizational and systems levels; Understands the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities.