



## Job Description

**Job Title:** Site Director

**Status:** Exempt, Full time

**GL/WC Code:**  5210/8742A AZ  
 5210/8742 CA  
 5210/8742N NV

**Location:** \_\_\_\_\_

### Job Summary:

The Site Director is a management-level position with full responsibility for personnel, contracts compliance, staff, site budget and all program activities at the Veterans Resource Center (VRC) site location listed above. This person directly oversees and is accountable for the success of housing, employment/training, alcohol & drug rehabilitation, and other services to VRC clients. The Site Director reports to the Regional Site Director.

### Job Duties:

1. Oversee the management of site services, the design & implementation of special projects, and VRC relationships with community partners.
2. Develop and submit proposals and applications for funding as required. Research & identify new funding sources to supplement or expand VRC services. Develop & submit proposals.
3. Ensure compliance with all current grant and contract requirements and goals. See that all required reports are accurate, in the appropriate format, and submitted on or before the designated due date.
4. Expand on VRCs' current housing continuum to include permanent, agency-owned, housing opportunities for clients.
5. Assist corporate fiscal staff with the development of a site budget. Track all expenditures and maintain a balanced budget for all programs. Account for spending activities at the site level.
6. Hire, supervise, evaluate, and discipline supervisory program staff. Facilitate regularly scheduled staff meetings and training as needed.
7. Collect, review, and evaluate client statistics. Develop statistical narrative reports as required by funders or as requested by the COO.
8. Work diligently to educate and inform local government officials, legislators and others on VRC programs and the needs of military veterans. Advocate for the needs of veterans and assist the Executive Director with policy development that is in the best interest of VRC clients.
9. Participate in local networking and community collaborative activities that serve to enhance services

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provided by VRC. Be actively involved in the local Workforce Investment Act Board meetings and planning process. Work collaboratively with the state and local mental health, alcohol & drug, and housing government agencies.

10. As a member of the California Association of Veteran Service Agencies (CAVSA), advocate and educate on behalf of veterans at the state and national levels.
11. Serve as a member of the agency's Management and Development Teams and attend meetings and submit site reports as required.
12. Perform other duties as assigned by the COO.

**Required Job Skills:**

1. Advanced computer skills and familiarity with data and word processing programs.
2. Excellent written and verbal communication skills. Accuracy in grammar, spelling, and punctuation.
3. Ability to research, organize and write proposals for grants.
4. Ability to access and understand state and federal laws and regulations relevant to VRC programs.
5. Ability to organize and interpret data and information related to clients and programs and to convey that information in written and computer formats. Accuracy in statistical reporting and math calculations is a must.
6. Ability to form and manage an effective high performance teams and to hire, evaluate, and terminate employees and volunteers. General knowledge of personnel laws.
7. Exceptional people skills. Ability to maintain a professional disposition and remain positive and supportive in the performance of job duties. Ability to give formal and informal group presentations.
8. Ability to work in a stressful environment and interact with people from diverse backgrounds, including clients in varying stages of mental and physical health. Ability to handle multiple projects and tasks while maintaining a stable work environment.
9. Physical ability to drive a car and sit at a desk/computer workstation for extended periods of time.

**Qualifications:**

Masters degree from an accredited university needed. A minimum of five years experience in organization management, budget development, and staff supervision. Knowledge of laws and ethic's involved in behavioral health services preferred. Knowledge of government and nonprofit employment, training, and housing programs. U.S. Veteran status desirable.

**Offering:**

Full time, exempt position. Salary DOE. Comprehensive medical, dental and retirement benefits.

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Date \_\_\_\_\_

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