



## Program Director

<b>Organization:</b>	<b>San Francisco SAFE, Inc.</b>
<b>Reports to:</b>	<b>Executive Director</b>
<b>Job Type:</b>	<b>Permanent Exempt, Full-Time</b>
<b>Salary:</b>	<b>\$55,000 - \$60,000 Annually</b>

### About the Organization:

SAFE (Safety Awareness for Everyone) is a non-profit 501(c)(3) corporation that was established in 1976. SAFE supports residents, business owners, and community members to improve the quality of life in their neighborhoods. SAFE empowers community members to identify and resolve issues of crime and violence. We work with communities to make them strong, safe and united. Historically, SAFE's neighborhood efforts have focused on the establishment of Neighborhood Watch and Business Watch programs throughout San Francisco. To date, there are over 250 successful, sustained Watch programs in the city. SAFE also provides security strategies to individuals and businesses, along with safety and crime prevention trainings to community groups. SAFE enjoys a strong collaborative relationship with the San Francisco Police Department (SFPD). As part of this collaboration, SAFE programs support the SFPD in maintaining ongoing, positive communications at the neighborhood level. It is our mission to make each diverse neighborhood in San Francisco a safer place to live, work and play.

### Characteristics of the Position:

Under the supervision of the Executive Director, the Program Director performs a wide variety of administrative, management and programmatic duties essential to the operation of SAFE and the effectiveness of the SAFE employees. The Program Director serves as the first line of supervision to field staff and plans and conducts training programs for staff under the supervision of the Executive Director. This position requires responsibility for: carrying out, interpreting and enforcing established policies and procedures of SAFE related to specific and general issues of administration, personnel, public relations, budget, and other related duties, under the supervision of the Executive Director.

### Responsibilities include:

#### Administrative & Management Duties:

- Provides positive examples of leadership, teamwork, conflict resolution and a healthy office environment;
- Under the direct supervision of the Executive Director, the Program Director directs, reviews and evaluates the work of staff, routinely monitors staff to assess performance and progress toward goals;
- Coordinates the orientation and training of new staff and works with the Executive Director to develop in-service and ongoing training and development for all staff.
- Assist in recruiting and supervising employees, volunteers and interns.
- Assist the Executive Director & Office Manager in operational improvements and practices, making recommendations for improved procedures, forms, workflow, etc.
- Gathers statistical data by regularly reviewing monthly reports from staff.
- Creates and monitors programs' budgets.
- Assists in the development of educational and other printed materials.

- Attends monthly staff meetings; Attends periodic management meetings for updates on administrative, personnel, program and budget issues.
- Assist the Executive Director in managing sub-consultants or other contracted work.
- Assist Executive Director with strategic planning of the organization.
- Stand in for Executive Director when he/she is unavailable.
- Other items as needed by the Executive Director.

#### Programmatic Duties:

- Work with and represent SAFE to San Francisco Police Department, other law enforcement agencies, the Board of Supervisors, City Departments and community groups to address crime and public safety issues, and problem-solve on a large scale;
- Work in collaboration with the Executive Director to carry out any new projects, programs, events or activities;
- Assist staff in carrying out their programmatic duties per their job descriptions or other assigned responsibilities, activities or tasks;
- Ensure that employees are effectively educating the public on proper crime prevention and public safety issues and tips. Keep staff abreast of crime trends and new developments in the field;
- Develop public safety advisories, and crime prevention & public safety materials as necessary. Ensure that available materials are current and up-to-date.
- Give presentations to the public or City Departments as needed on topics including: SAFE Services, Personal Safety, Neighborhood Watch, and others.
- Participate in and help lead the organization's social media and outreach efforts.

#### Development & Fundraising Duties:

- With the Executive Director, support the planning of annual fundraising event and other special events and activities;
- Write, monitor and evaluate grants that contribute to the programmatic enhancement of SAFE's services;
- Help in soliciting general individual and corporate donors and sponsors.

#### Qualifications:

- Bachelor's Degree in Criminal Justice, Public Administration, Social Science or other field related to the position;
- A minimum of 2 years program management and supervisory experience;
- Deep understanding of San Francisco, its political atmospheres, safety and crime prevention issues, SFPD, and City/County government;
- Experience with hiring, managing, inspiring and evaluating personnel;
- Two years of community organizing, problem-solving and conflict resolution;
- Possess exceptionally strong oral, written and presentations skills;
- Knowledge in the criminal justice field and non-profit & public sectors preferred;
- Fundraising, grant writing and grant management experience desired;
- Must have strong computer skills, CRM/database software, Microsoft Office;
- Must be able to be politically neutral, and work well with all levels in the police department, elected officials, and members of city government.

**Hours:** Typically Monday to Friday, 10am – 6pm. Note that work hours may often vary to include evening hours and weekends. This is a full-time exempt position.

SAFE offers a competitive benefits package including medical, dental, vision, paid time off and more. We are an Equal Opportunity Employer.

**To Apply:** Send Cover Letter and Resume to: [jobs@sfsafe.org](mailto:jobs@sfsafe.org), or mail to SF SAFE, 850 Bryant St. #135, San Francisco, CA 94103, Attn: Executive Director.