

**Job Title:** Director, Project HIRE

**Department:** Project HIRE

**Employment/Status:** Professional

**Employment/Classification:**

Exempt/Full-time

**Location:** Generally duties are performed in the main office.

**Job Summary:** Primary program administrator, planner and facilitator of the project.

**Responsibilities:**

1. To manage the daily operations of the program including staff supervision, answering written and oral requests for information, presentations to interested groups and all other functions the job may require.
2. Monitor program income and expenses on an ongoing basis and adjust program functions to assure financial stability of the program.
3. Research and apply for funding/grants to allow for the expansion of Project HIRE Services.
4. Develop marketing campaign to address expansion of Project HIRE services in Transition Services, Support Coordination and other services as applicable.
5. Develop Business Plan for Project HIRE that addresses quality of services, expansion of services, staffing needs and expansion of business relationships. The plan is to be updated annually (or earlier if needed).
6. Represent The Arc of NJ on committees and Boards effecting supported employment issues.
7. Maintain positive relationships with funding sources to ensure ongoing business development/expansion opportunities.
8. Assure adherence to project time schedules and objectives.
9. Maintain compliance with all funding source requirements, including but not limited to DVRS, DDD, and Carf.
10. Prepare documents and survey information for Carf accreditation.
11. Develop staff training programs, program literature and inter-agency relationships.
12. Develop employer contacts independently as well as corporately with project staff.
13. Report all activities to funding agencies as outlined in the contracts.

**Qualifications:** Bachelor's Degree required; Masters' Degree preferred in related field of social work; at least 5 years' experience in working with individuals with intellectual or developmental disability, program management and staff supervision.

**Salary Range:** As per agency Guide.

**Date Effective:** 8/8/16

**Disclaimer Clause:** This job description and specifications are not intended and should not be construed to be an exhaustive list of all job responsibilities, skills or working conditions associated with this job. They are intended to be an accurate reflection of the principle requirements of the position within this Agency's operation. The Arc of New Jersey is an Affirmative Action/Equal Opportunity Employer.

**EMAIL:** Please send letter of interest and resume on or **before 8/19/16** to: [mprendergast@arcnj.org](mailto:mprendergast@arcnj.org)

**Michael Prendergast**  
**Assistant Executive Director**