



## Director of Operations – Community Initiatives

KVCAP has an opening for a Director of Operations in our Community Initiatives program. The Director of Operations oversees Resource Navigation, Emergency Assistance, Homeownership and Counseling Services, the COVID Response Programs as well as the South End Teen Center, (which serves as a Boys/Girls Club unit of the Alfond Youth Center) and includes supervision of assigned staff. The person in this position also works closely with our Energy and Housing Director, COO, and Development Director for program planning purposes, both present and future.

### Responsibilities:

- Supervise assigned staff to include the hiring, orientating, training, monitoring, and evaluating performance.
- Coordinate and supervise Colby and Thomas College volunteers, work study students and community volunteers.
- Review and approve all Emergency Assistance applications.
- Ensure that appropriate MOUs/contracts are in place between the South End Teen Center and the Alfond Youth Center.
- Build solid community relationships that result in the ability to reach out to civic groups, business and community members for financial support for the South End Teen Center.
- Serve as the facilitator for the Poverty Action Coalition and Community Investor meetings in absence of the Development Director and represent KVCAP in a variety of committees.
- Be responsible for program reporting, including participating in site and compliance reviews by funding sources, including but not limited to Maine State Housing Authority, Maine DHHS, HUD, NeighborWorks America, and the AFYC.
- Other reasonably related duties as assigned.

### Qualifications:

- Bachelor's Degree and at least five years' work experience in the Social Services field – experience with youth preferred.
- Program management experience.
- Knowledge of housing, lending, and underwriting.
- Ability to work autonomously and travel throughout Kennebec, Somerset, Lincoln, and Sagadahoc counties.
- Supervisory experience.
- Possess a valid driver's license and have use of a vehicle insured to state of Maine requirements.
- Ability to pass State Bureau of Investigation, DMV, DHHS, Fraud, and Sex Offender registry background checks.
- Proof of Covid-19 vaccination required.

### Benefits:

- 13 Paid Holidays
- Generous bi-weekly accrual of PTO
- Choices of Health, Dental, Vision, Life and Disability Insurances
- 403(b) retirement with contribution from KVCAP

**Pay is competitive and is negotiable based on experience. Applications accepted until suitable candidate found. Please submit your resume to:**

Human Resources  
KVCAP  
101 Water St.  
Waterville, ME 04901  
Email: [roakes@kvcap.org](mailto:roakes@kvcap.org)

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