

## **Job Description – Resettlement Director (Bloomington)**

### **Position Summary:**

The Resettlement Director will serve as the primary administrator for Exodus Refugee Immigration’s Bloomington office. In this role, the Director will manage all refugee resettlement programs and local administration in alignment with Exodus’s CEO. The Resettlement Director is responsible for day-to-day operations of the office, the implementation of the U.S. Department of State’s Reception & Placement (R&P) Program, and other supplemental federal and private programs funded by the Office of Refugee Resettlement, Church World Service, and/or private foundations. In coordinating direct services to Exodus’s Bloomington clients, the Director shall hire and oversee appropriate staff, recruit and train volunteers, develop partnerships with local organizations, and generate private resources for the ongoing success of operations and programs of the Bloomington office.

### **Responsibilities:**

1. Provides administrative oversight of the operations and programming of the Exodus-Bloomington office.
2. Works in cooperation with Human Resources to manage personnel and HR actions for employees of the Bloomington office within the framework of Exodus’s policies and procedures as well as goals and strategic plans set forth by the CEO and Board of Directors.
3. Provides agency related reports, updates, and metrics to Exodus’s CEO as well as summary reports for the Board of Directors.
4. Evaluates programs and builds responsive services to meet client needs.
5. Develops and maintains records on programs and services provided by the organization.
6. Seeks funding and/or resources from a broad range of sources.
7. Works with the agency’s Staff Accountant, Finance Committee, and CEO to ensure the financial management and health of the Bloomington office.
8. Acts as primary liaison with various local governmental entities and community organizations.
9. Leads community meetings and consultations to build partnerships within the community.
10. Seeks out and conducts speaking engagements to promote the agency and to educate the public on resettlement.
11. Provides timely and accurate reports to granting agencies.
12. Serves as the chief spokesperson for the Bloomington office and is responsible for all local public relations.
13. Works collaboratively with funders and partner organizations.
14. Ensures cross-program and inter-agency cooperation with other Exodus programs.
15. Cultivates and maintains relationships with other local organizations and partners who can provide supplementary services for clients, including but not limited to: health clinics, adult education, mental health services, employers, housing complexes and landlords, immigration attorneys, local transport systems, etc.
16. Reports directly to the CEO of Exodus Refugee Immigration, Indianapolis office.

### **Position Criteria:**

- Education in a related field with a Bachelor’s Degree (minimum) or Master’s Degree or higher (preferred).
- Professional background of at least 5 years of experience in non-profit management, program management, and/or refugee resettlement.
- Excellent leadership and communication skills.
- Highly organized and detail oriented; must be able to multi-task.
- Strong interpersonal skills, including the ability to advocate with governmental and social service agencies.
- Experience working with diverse populations, especially non-native English speakers.
- Must be able to effectively communicate with clients of diverse cultural and language backgrounds.
- Must be PC proficient, with competency in Microsoft Office. Experience with QuickBooks is a plus.
- Must have a safe vehicle, valid license, and 100,000/300,000/100,000 auto insurance to transport clients.
- Must be familiar with non-profit financial management, including grant management.
- Must have experience leading a team of staff and volunteers.

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Signature of Employee

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Date