



## Vice President of Operations Nashville, TN

### ABOUT DISMAS, INC.

#### HISTORY

In 1974, [Father Jack Hickey](#) and a group of Vanderbilt University students came up with an idea. What if, they asked, we could create a safe haven where we could share a home with former offenders transitioning out of prison — a place that would build a deeper sense of community for both parties and would help former offenders find supportive services, obtain jobs and become full and successful participants in the larger society?

As Father Hickey saw it, college students and former offenders are at a similar stage in life — preparing to take their place as contributors to society. He believed each could benefit and learn from the other. This vision was the genesis of Dismas House, which opened in Nashville later that year as an extension of the Vanderbilt Prison Project. Across the United States and internationally, other organizations have applied the Dismas House model, which has been widely recognized for its success.

#### HOW IT WORKS

For the formerly incarcerated, having a place to stay in a supportive environment is the first step toward successful re-entry to society. Having a home, and not just a house, can make all the difference.

Upon their release, offenders who have been carefully screened, live at Dismas House as they transition back into the community. They find a safe haven and a family-like atmosphere amid college students, staff and many volunteers who become part of their daily lives. Typically, residents live for 4-6 months in Dismas House, which is built on a framework of support, self-sufficiency and personal accountability. Professional caseworkers help to match them with resources to meet each person's unique needs. For their part, residents stay for a minimum of 90 days, uphold positive standards of living, participate in a holistic programming model, are active members of the household and broader community, and pay a modest program fee. They leave with a stable income, a supportive network of friends, a greater sense of self-worth, a fresh chance and real hope for the future. In this way, Dismas House combines a mission of caring with a unique form of crime prevention. It works.

To learn more about the impact of Dismas, Inc. please visit <http://www.dismas.org>

#### THE FUTURE

Dismas is in the middle of an incredible multi-year expansion project which culminated with construction groundbreaking on a brand-new facility in December 2018. This new construction build of a 4-story, 22,000 sq. ft. space will allow the organization to accommodate 76 clients by serving as a center of community, housing, programming and culture. To meet the needs of clients, Dismas will need to scale immensely to a staff of 23 employees who will oversee executive, administrative and direct service responsibilities.

## **POSITION SUMMARY**

Working from the Nashville headquarters and reporting to the CEO, the incoming Vice President of Operations is responsible for overseeing the day-to-day operation of Dismas to support the growth of the organization and the consistent delivery of services for residents and staff.

## **PRIMARY AREAS OF RESPONSIBILITY**

### **OPERATIONS:**

- Direct and oversee development of Policies and Procedures as it relates to resident and staff activities.
- Manage the operations budget.
- Manage development and use of data management systems.
- Work cooperatively with CEO, VP of Programs and VP of Development to develop strategic plans for the organization.

### **FACILITIES:**

- Oversight of Facilities Manager and operations including daily function of the building, technology/communications, security and security staff, housekeeping, linen service, landscaping, routine maintenance, repairs, and inspections.
- Oversight of kitchen facilities including supervision of Kitchen Manager, kitchen operations, budget management, health compliance, and use of space.
- Coordination of in-house work of residents with VP of Programs.
- Manage use of space for residents, and of criteria for external rentals or programs on premises.
- Manage housing rental applications and agreements.

### **ADMISSIONS INTO PROGRAM:**

- Oversight of all admissions operations, including intake, initial room assignment, and discharge in coordination with Case Management.
- Maintains productive working relationships with TDOC and state agencies.
- Provides regular reporting of admissions activity and residency metrics.

### **VOLUNTEERS:**

- Oversight of Volunteer Manager and volunteer engagement, including policy and procedure, tracking and reporting.

### **MANAGEMENT OF PERIPHERAL PROGRAMMING:**

- Evaluate and manage development of new programming which benefits residents and/or increases revenue.

### **TRAVEL COORDINATOR:**

- Oversight and scheduling usage of the Dismas van for transportation of the residents.

## **DESIRED BACKGROUND AND PERSONAL ATTRIBUTES**

- Bachelor's Degree from an accredited college or university; Master's Degree preferred.
- Proven track record of being the operator of a residential program with a minimum of seven years and progressively responsible leadership.
- Experience working with volunteers, volunteer leadership, and program staff.
- Must possess a high level of integrity with a proven ability to establish trust-based relationships regarding ongoing, mutually beneficial partnerships.
- Able to work autonomously while achieving high impact results.
- Propensity to work with high energy, a high degree of initiative and from a positive perspective while maintaining flexibility and attention to detail.

- An ability to work effectively as part of a team and an interest in building a strong organizational culture.
- Excel in organizational leadership abilities, including increasing efficiencies around systems, procedures and protocols.
- Be versatile in interacting and communicating effectively with everyone from an ex-offender to Board Members.
- Strong public presentation skills and a capacity to communicate effectively to the press, board, committees, staff, volunteers, and the public in a concise, focused and convincing manner.

## **COMPENSATION**

Compensation for the Vice President of Operations includes a competitive nonprofit base salary commensurate with experience, **a performance-based incentive package** and a package of employee and health benefits.

*Dismas Inc. is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBT applicants.*