

## **DIRECTOR of FARMWORKERS SERVICES (NFJP) – Milwaukee, WI**

**JOB CODE: NFJPDIR**

**Schedule: Full Time**

**Work Status: Exempt**

**Salary: \$73,166.00 - \$91,458.00, based on experience**

**Location: 2701 Chase Avenue, Milwaukee, WI 53207**

### **We Invite You to Join UMOS' Diverse & Dedicated Team**

**Earn up to \$3,000 in incentive pay during your first year of employment!**

Are you a motivated, results-oriented candidate seeking to put your talents, skills, and experience to work as part of a mission-driven, customer-focused organization? If so, we invite you to join UMOS' diverse and dedicated team of over 1,000 professionals making a positive difference across more than 60 offices in seven states. Whether you are passionate about facilitating early childhood development; providing training and career planning for a parent; aiding a farmworker in accessing basic needs and new opportunities; educating at-risk individuals in HIV prevention; or supporting those fleeing domestic violence or human trafficking, UMOS is the place where you can fulfill your passion for helping families, businesses, and communities build better futures.

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#### Benefits

To support its team members, UMOS offers highly competitive compensation as well as a benefits package including:

- Paid time off that increases over your years of service
- 12 paid holidays annually
- A robust range of insurance covering health, dental, vision, life, short- and long-term disability, and accidental death & dismemberment
- The options are to establish either a Health Savings Account or Flexible Spending Account, which can be used to cover deductibles, prescriptions, and other healthcare expenses
- A variety of support services to promote well-being through the employee assistance program
- Retirement plan options, including 401(k) and Roth IRA, allowing you to make pre-tax or after-tax contributions. For those participating in the 401(k) Retirement Plan, UMOS annually contributes at least 3% of employees' eligible compensation

## **Diversity & Equal Opportunity**

UMOS is proud to be an Equal Opportunity Employer, and encourages qualified candidates of all backgrounds to apply, irrespective of race, ethnicity, color, religion, sex, national origin, sexual orientation, marital status, disability, age, parental status, and military service, or any other status protected by federal, state, or local law. In fact, 78% of senior management positions are held by people of color and women.

## **Do you have demonstrated leadership skills and responsibility to oversee the development of our Farmerworker Services Program? We have an outstanding opportunity!**

Under the direct supervision of the Vice President, you are responsible for the overall direction, planning, management, and collection of fiscal documentation in accordance with Workforce Innovation and Opportunity Act (WIOA) Adult Title I-Section 167, National Farmworker Jobs Program (NFJP) and the Community Services Block Grant (CSBG) program. Duties include fiscal oversight (budgeting and expenses), supervising NFJP and CSBG program activities and monitoring efficiency and effectiveness of these programs. Facilitates the coordination of multi-center/multi-state-based operations in accordance with state or federal regulations governing NFJP and CSBG programming. Promotes an environment that fosters internal/ external community collaboration and support for the programs and participants.

### **Primary Responsibilities:**

1. Is responsible for the development and implementation program model centered around WIOA regulations and best practices that promotes the advancement of jobs skills, education, employment for program participants (both youth and adult).
2. Is responsible for the overall performance of the NFJP program, including program quality and outcomes, establishing clear and measurable goals, increasing visibility, and improving linkages with employers and state/local agencies.
3. Ensures the implementation of a multi-center-based operation, assisting with the direction and leadership of the program using a variety of problem-solving techniques that promote and maintain effective and efficient operations to ensure compliance with state/federal and agency regulations governing NFJP programming.
4. Is responsible for the management and supervision of NFJP and Comprehensive Crisis Relief (CCR), a Community Services Block Grant (CSBG) program, and the design consistent with all applicable federal and state funding requirements and ensures the prompt and thorough evaluation of staff through annual performance reviews.
5. Directs the coordination and development of local, state, and federal linkages, coordinates agreements with state and local agencies and employers to foster collaboration and improve resources and employment opportunities to participants in the program.
6. Reviews WIOA regulations, TEGLs, and CSBG regulations and creates, with staff input, policies and procedures for program implementation and the formulation of best practices.

7. Reviews program operations for effectiveness and efficiency and conducts short- and long-range planning to develop and implement initiatives and seamless systems with other programs to ensure interagency coordination for participants.
8. Creates and implements an ongoing monitoring system that includes review of performance and electronic data for quality and accuracy and collaborates with staff in the creation of personnel and program improvement plans.
9. Identify untapped resources to enhance the programs' missions.
10. Prepares budgets and grant plans that ensure fiscal, programmatic, and administrative requirements are met and ensures compliance with all funding source mandates and applicable laws and regulations.
11. Reviews monthly financial and statistical reports to assess the budget status and initiate preventative measures to resolve problems.
12. Develops and/or implements recordkeeping and reporting systems that include electronic data collection (weekly, monthly, quarterly, and annual) and data synthesis and analysis for completion of program reports, community needs assessment, annual reports, and other reporting requirements.
13. Stays informed of national and state issues and resources, including legislation related to NFJP and CSBG programming and disseminates this information to UMOs' leadership team and program staff.
14. Ensures implementation of electronic property management system that includes all program inventories, including capital equipment that complies with all procurement and disposal procedures consistent with OMB Uniform Guidance 2 CFR 200.

## **Qualifications:**

1. Bachelor's Degree in Public Administration, Business Management, Social Work, or any other administrative related field.
2. Seven+ years of experience in a management and/or supervisory position overseeing large human services programs and budgets out of multiple program locations.
3. Must have knowledge of federal, state and locally funded programs.
4. Ability to develop and maintain effective partnerships with community/faith-based/public organizations and employers.
5. Proficient computer skills in current versions of office software/applications (e.g., Microsoft Office Suite/Office 365).
6. Knowledgeable of low-income family needs and able to demonstrate through experience the ability to work effectively with children and families.
7. Bilingual with fluency in English and Spanish: verbal and written form, PREFERRED.
8. Ability to work irregular hours with required travel.
9. Hold a valid driver's license and adequate vehicle insurance.

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*UMOS is an equal opportunity Affirmative Action employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*