

Job Description: Program Director

Status: Full-time, Exempt

Reports to: CEO

Currently Supervises:

Schedule: 8-hour shift | Mon-Fri (some weekends)

Work Location: In person

Salary Range: \$65 - \$70 (annual)

Our Mission

Lincoln Park Community Services (LPCS) brings communities together to empower individuals facing homelessness and poverty to secure stable housing and make sustainable life changes.

Job Summary

The Program Director is a pivotal leader within the organization, ensuring that programs reach their full potential. This role focuses on creating a stable, safe, and positive community for clients in our Interim Housing Program, Independent Community Living Program, Drop-in Program and Street Outreach Program. The Program Director oversees program development, staff leadership, and partnership cultivation while driving the design, funding, implementation, and evaluation of all programs.

Responsibilities

Programs & Services

- Cultivate a healthy and respectful community environment for all Guests, clients, volunteers and staff.
- Lead planning, monitoring, and evaluation of the Interim Housing Program, Independent Community Living Program, Drop-In Program, and Street Outreach Program.
- Strengthen relationships with Chicago-based landlords to expand housing opportunities for ICLP clients.
- Develop and implement new programs in response to organizational needs.
- Build and maintain relationships with program partners and supporters in the Lincoln Park neighborhood.

- Provide leadership to program staff, overseeing case management processes including intake, assessment, treatment planning, goal setting, referrals, advocacy, and follow-up services.
- Supervise volunteer activities, including scheduling classes and coordinating with referral agencies.
- Support the Graduate Community through newsletters, events, and regular graduate meals.
- Collaborate with Volunteer Oversee therapeutic and educational groups as part of weekly and monthly team activities.
- Establish and maintain partnerships with social service agencies, ensuring continuity of care for Guests and clients.

Operations & Administration

- Hire, supervise, and develop program staff to ensure effective operations.
- Facilitate bi-weekly program staff meetings and participate in monthly administrative meetings.
- Administer the annual program budget and ensure financial stewardship.
- Prepare reports on program statistics, progress, and outcomes for stakeholders, including monthly board updates and HUD-mandated documentation.
- Respond to board members and committee chairs as requested and participate in board meetings, retreats, and strategic planning sessions.
- Maintain accurate and confidential client records.

Fundraising

- Cultivate relationships with donors and grantors to support program initiatives.
- Prepare reports for grantors and assist in grant-writing efforts.
- Participate in organizational fundraising events.

Community & Public Relations

- Represent the organization within advocacy groups, member organizations, and community networks.
- Actively participate in community events and advocacy initiatives.

Qualifications

- Master's degree in human services or a related field (LCSW preferred).
- 5–8 years of experience working with homeless, mentally ill, or substance abuse populations.
- Proven experience managing staff and overseeing programs.

- Familiarity with HUD and government grant management.
- Strong ethical standards and integrity.
- Excellent communication, listening, and relationship-building skills.
- Ability to anticipate, understand, and respond to client needs.
- Proven leadership skills with a focus on fostering teamwork.
- Creative, innovative, and solution-focused mindset.
- Strong organizational skills, including prioritization, scheduling, and tracking.
- Decisive, adaptable, and able to manage complex situations effectively.
- Experience implementing harm reduction, trauma informed care and housing first strategies and best practices in programming.

Equal Employment Opportunity Statement

Lincoln Park Community Services (LPCS) is an equal opportunity employer. LPCS does not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law. All aspects of employment including the decision to hire, promote, discipline, or discharge will be based on merit, competence, performance, and organizational needs. Our goal is to be a diverse workforce that is representative of those we serve.

Other Considerations

NOTE: *This job description is not intended to be all inclusive and employees may perform other duties as assigned.*

Benefits

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance