



JOB DESCRIPTION

Job Title: Director of Next Story	Department: Next Story
Reports to: Executive Director	Job status: Exempt

JOB SUMMARY

The Director of Next Story Transitional House is responsible for managing and/or overseeing all Next Story transitional house programming, working with other HopeWorks departments to incorporate wraparound services provided through HopeWorks and coordinating services provided by partner organizations. The Director will oversee all aspects of Next Story including both program and administrative components of planning and services delivered in supporting the residents and the 24-hour operation of Next Story to support formerly justice involved men transitioning back to society. The Director will lead staff, manage program operations, ensure client success, and collaborate with community partners. The Director of Next Story is responsible for achieving program goals. The Director will be responsible for providing vision, direction and oversight for the Next Story program, ensuring it aligns with the HopeWorks mission, vision and values. The Director must be a visible, supportive and consistent presence within Next Story.

The Director is responsible for recruitment, scheduling, budget preparation, fiscal management, supervision and staff development, record keeping, and reporting to funding agencies as needed. The Director should anticipate up to twenty-five percent of their schedule will involve day travel and twenty-five percent of their travel will be over night in the task of recruitment and vetting of clients. The Director will work with HopeWorks Leadership Team to identify services to create pathways and remove barriers to walk with clients toward sustainable housing, establishment of family stability, transportation and employment. They will maintain appropriate records and statistical data related to Next Story clients, providing data reports each month and annually. The Director of Next Story will develop and maintain relationships with community partners, including social service agencies, courts and correctional facilities across Tennessee. They will support efforts to seek and secure funding for the program through marketing Next Story in the community and fundraising initiatives as well as pursuit of grant funding. The Director of Next Story will ensure Next Story operates within legal requirements needed to maintain its' status as an approved transitional home.

The Director of Next Story is a member of HopeWorks leadership team and serves as a strategic partner in planning and implementing the future vision for the HopeWorks mission of providing hope in Jesus Christ and opportunities for sustainable work through education and lifelong services. The Director must be both a hands-on worker and an excellent manager. The Director must have the ability to strategically create plans to meet goals and objectives and work with other HopeWorks programs to move clients participating in Education, Life Services and Workforce toward sustainable job placement options.

The Director of Next Story should model HopeWorks values and ethics central to the HopeWorks mission of "Hope in Christ". To be effective in this position, one must be caring, empathetic, conscientious, confidential, culturally-sensitive, and client-centered. This individual should adhere to professional standards as outlined by rules and regulations governing their profession.

Daily Functions and Responsibilities

General Operations

- Maintain a recruitment schedule that identifies clients who are accepted into Next Story so that the facility operates at full capacity at all times.
- Manage day-to-day operations and program schedule of internal and external supports to ensure clients have transportation and are working and actively involved in the interventions.
- Champion the use of Evidence Based Practices in managing interventions provided to residents.
- Coordinate a service plan to address the needs of each client living at Next Story.
- Analyze, develop and implement procedures and policies to ensure quality service.
- Create an environment that encourages and builds high staff morale and accountability.
- Work externally to create awareness and understanding of HopeWorks clients and services within the community, creating partnerships for services not offered by HopeWorks.
- Assess group and individual needs of clients to create necessary services.
- Direct all outreach to target populations. Manage and build relationships with a variety of stakeholders and partners, including businesses and other community organizations.
- Review and evaluate delivery of services on an on-going basis. Direct all changes to improve service delivery and ensure program goals are being met.
- Serve in the role of representative, advocate or community advisor on local, state and federal advisory boards.
- Other duties as requested.

Data and Reporting Management

- Ensure client records and files are maintained.
- Monitor the effectiveness of Next Story in reaching the goals of permanent housing, client employment and family stability
- Ensure all funding agency reports are submitted on time.
- Ensure all funding agency policies and procedures are enforced and followed.
- Manage program budgets and fiscal controls, following funding agency guidelines.
- Collaborate with all HopeWorks departments regarding grant proposals and fundraising opportunities.
- Define, measure, and evaluate program performance data to support the HopeWorks Strategic Plan.
- Work with external agencies to track data and provide data as requested.

Staff Development

- Create continuous, measured improvement based on performance data.
- Train, supervise and motivate others to engage in appropriate performance management activities. Manage opportunities for employee Personal Development Plans.
- Evaluate staff performance and identify areas of training needed. Collaborate with internal departments and external agencies to facilitate training.
- Ensure use of Leadr software in staff development, increasing user metrics and documented use in goal setting, key performance indicators, ongoing evaluation of employee performance and support of the HopeWorks strategic plan.

EDUCATION & RELATED WORK EXPERIENCE	
Education Level	
Bachelor's degree required. Master's degree preferred.	
Years Related Work Experience:	
Five (5) years' experience working in social services, program building, marketing and internal and external team building. Experience providing staff training and building community support	

REQUIRED SKILLS AND KNOWLEDGE		
	REQUIRED	PREFERRED
Strong Leadership Skills	X	
Experience working with a team to achieve outcomes	X	
A strong command of computer skills (G-Suite, Google Classroom, ZOOM, MS Word, Excel, and PowerPoint) is required	X	
Meticulous attention to recording and reporting accurate records/ data	X	
A strong, proven ability to analyze data and convert findings for reports	X	
Strong organizational and time management skills	X	
Excellent demonstrated written and verbal skills, reports and presentation creation in power point or related software.	X	
Able to travel: day and overnight travel to correctional facilities and meeting with community partners for the purposes of recruitment of clients	X	
Ability to work with staff across multiple departments	X	
Excellent interpersonal skills demonstrating an ability to establish a positive relationship with staff, community volunteers, donors, etc.	X	
Demonstrated ability to meet deadlines	X	
Ability to work with budgets and create spreadsheets	X	
Demonstrated ability to work under pressure	X	
Must be able to answer multiple demands from multiple directions simultaneously in a strength-based manner.	X	
Able to prioritize matters of significance, and make decisions accordingly	X	
Deals with confidential information on a daily basis and must respect the nature of the data.	X	
Demonstrated track record in building a program, relationship building and goal attainment	X	

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS
Able to Remain in a stationary position, often standing or sitting for prolonged periods. Able to work with distracting noise levels, such as from students and office equipment. Willing to work inside one or more correctional facilities.

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. HopeWorks may change the specific job duties with or without prior notice based on the needs of the organization.

ACKNOWLEDGEMENTS
Creation Date: 05/2025 Revision Date:
Supervisor: I have approved this job description and reviewed it with my employee.
Signature: Date:
Employee:
Name (Print)_____
I have reviewed this job description with my supervisor and acknowledge receipt.
Signature: Date:
Human Resources:
Signature: Date: