



Job Description

Position: Project Director, Community Policing Youth Violence Prevention & Intervention Program

Organization: Victorious Community Development, Inc.

Location: Saginaw, MI

Type: Full-Time, Exempt

Reports To: Executive Director

Victorious Community Development, Inc. (VCD) is a 501(c)3 non-profit corporation whose mission is to provide education, training, and economic opportunities that will transform and improve the well-being and lives of individuals and families of Saginaw Community.

The VCD's Victorious Youth Community Violence Prevention & Intervention (YCVI) Initiative seeks to tackle the root causes and effects of youth violence by implementing high fidelity evidence-informed, community-centered, and youth-driven safe and healthy community initiatives. The VCD Initiative support efforts of citizens in the City of Saginaw to collaborate with law enforcement and the child serving systems to establish and maintain safety, self-sufficiency to sustain the growth, and create opportunities to rebuild this once thriving community.

We achieve these goals with a strong commitment to diversity, equity, inclusion, and respect for individual differences. This position will play an important role in achieving these goals.

Overview:

Victorious Community Development, Inc. seeks a dynamic and experienced Project Director to lead our Community Policing Youth Violence Prevention & Intervention Program. This individual will be responsible for the strategic planning, implementation, and evaluation of initiatives aimed at reducing youth violence through community policing strategies. The Project Director will collaborate with law enforcement, community leaders, and youth organizations to develop and promote programs that address the root causes of youth violence and foster a safe and supportive environment for young people.

Key Responsibilities

Key Responsibilities include:

- **Strategic Leadership:** Provide visionary leadership for the program, including the development of a strategic plan that aligns with VCD's mission and community needs.
- **Program Development:** Design and implement evidence-based interventions and activities that engage youth and promote positive policing relationships.
- **Community Engagement:** Establish and maintain partnerships with local schools, law enforcement agencies, and community organizations to enhance program effectiveness. Coordinate and manage collaborative partnerships among community leaders—including clergy, public and community-based service providers, policymakers, and other key stakeholders—dedicated to reducing violence, while also facilitating meetings and delivering impactful public presentations.
- **Advocacy and Policy:** Advocate for policies and practices that support youth violence prevention and intervention efforts.
- **Grant Management:** Oversee grant applications and manage program budgets to ensure fiscal responsibility and sustainability; identify and secure grants.
- **Team Management:** Lead and mentor program staff and volunteers, fostering a culture of excellence and continuous improvement. Develop team schedules and assist in the successful onboarding and training of team members. Create and communicate a clear list of expectations and goals for team members to follow. Keep the team motivated and focused on their daily tasks and project goals. Provide frequent feedback on employee performance, address weaknesses or inefficiencies, and offer support to improve skill gaps. Nurture collaboration amongst team members.
- **Evaluation and Reporting:** Monitor program outcomes, prepare reports for stakeholders, and adjust strategies as necessary to achieve program goals.

Requirements

- **Technical Skills:** Proficiency in project management software tools such as MS Project, Basecamp, or similar is required. Strong familiarity with these tools will be crucial for managing the project's scope and resources.
- **Communication Skills:** Excellent communication and interpersonal skills to effectively interact with all levels of an organization and third-party vendors.

- **Analytical Skills:** Strong analytical and problem-solving skills to navigate complex project challenges.
- **Leadership Skills:** Demonstrated leadership abilities with experience in managing complex projects and working collaboratively with cross-functional teams.

Qualifications:

Education and Experience

- Bachelor's degree in criminal justice, Social Work, Public Administration, or related field; Master's degree preferred.
- Minimum of five years of experience in program management, preferably in youth violence prevention, community development, or law enforcement.
- Demonstrated ability to work collaboratively with diverse groups, including youth, law enforcement, and community leaders.
- Strong organizational, communication, and leadership skills.
- Experience in grant writing and budget management.
- Commitment to VCD's values of integrity, transparency, and community service.

Certifications/Licenses

- Valid driver's license and access to a properly insured vehicle at time of appointment and throughout employment

Background Check

- Must undergo and qualify background check.

Benefits:

- The salary is competitive and commensurate with experience.

Victorious Community Development, Inc. is an Equal Opportunity Employer. The position is open until filled.

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This job description is not intended to be and should not be construed as an all-inclusive list of the responsibilities, skills, efforts or working conditions associated with the position of Project Director.

FLSA Classification:	Full Time, Exempt Position
Reports to:	Board of Directors
Salary Range:	The salary is competitive and commensurate with experience.

Application Instructions: Interested candidates should submit a cover letter, resume, and three professional references to [VCD's Talent Acquisition Group](#). Please include "Project Director Application" in the subject line of your email.