



## Admissions and Partnerships Director

### Providence Heights

Providence Heights is a faith-based non-profit organization that believes every individual can have a home and thrive in pursuit of God's purpose. Providence Heights empowers people in need through housing, employment opportunities, and personal development programs rooted in Christian faith.

What we value: **Christ:** Our faith and actions are grounded in the Word of God. **Continuity:** We generate sustainable revenues to fund our mission. **Community:** We foster an atmosphere of unity, healthy relationships, compassion, and accountability. **Collaboration:** We work together to accomplish the shared goals of our community. **Creativity:** We utilize proven strategies and new ideas to restore lives and relationships. Training

### Position Overview

The Admissions and Partnerships Director will report to the Chief Program Officer and is responsible for the overall admissions process, recruiting and oversee partnerships with Churches, Ministries and Non-profits.

### Responsibilities

#### Admissions:

1. Establish admissions operational strategies by evaluating trends; establishing critical measurements; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change.
2. Maintain continuing flow of quality applicants by analyzing trends in enrollment and marketing activities, leading activities to continue recruitment programs that are effective, proposing new strategies as needed.
3. Work with Program Team to develop relationships with local churches, partnering closely for recruitment and referrals of qualified applicants.
4. Promote Providence Heights by making presentations, networking with partners, coordinating tours for prospective ladies and community partners.
5. Develop and implement recruiting and admissions processing systems, including intake assessments and forms in case management software.
6. Determine eligibility of applicants/prospective applicants through screening and assessment process; schedule and coordinate interviews of applicants.
7. Responsible for Orientation Day, Intake, Onboarding, and Experience Providence Day.

8. Develop and implement admissions and orientation process, including oversight of background checks, drug testing, assessments, room assignments and all preadmission paperwork.

### **Partnerships:**

1. Connect with churches each month letting them know about opportunities for women/children who would enjoy the opportunities of our residential training program.
2. Network with local churches, non-profits, government agencies and other organizations in order to keep updated on community resource information.
3. Provide information and referrals to applicants who are not currently eligible for PH; provide updated resource information to life coaches and other PH program staff.
4. Interface with the churches in the area developing relationships and as churches desire to volunteer with meeting the needs of the women and children of PH and assist with getting them knit into our culture.
5. Coordinate speaking opportunities for PH with local churches.
6. Work and communicated with the Program Team on potential and incoming applicants to address their needs before and during the program.
7. Uphold confidential information unless it deems harmful to someone or themselves.
8. Participate in weekly staff meetings and quarterly Orientation.

### **Qualifications**

- A minimum of eight-years experience in a business, nonprofit, government, or philanthropy, overseeing multiple programs or contracts ideally at an organization serving communities in need.
- Commitment to the values, faith and principles of Providence Heights
- Passion for Providence Height's mission and vision
- Admissions experience is preferred but not required
- Social Services experience preferred but not required
- Case Management software knowledge experience is preferred
- Excellent communication skills, both written and oral, with the ability to represent the organization externally across a wide range of audiences
- Strong relationship builder with the ability find common ground, build consensus and strengthen collaboration among diverse backgrounds/experiences.
- Strong community awareness and astuteness and the ability to recruit effectively.

### **Compensation**

This is a full-time position that will work 40 hours a week. Compensation is commensurate with experience.

### **How to Apply**

Applicants should submit a resume with a one-page cover letter briefly summarizing their interest and qualifications for the position to Phil Seaton, Chief of Staff: [phil@providenceheights.org](mailto:phil@providenceheights.org).