

## **Baldwin Family Village Staff Descriptions**

- Dumas Wesley Executive Director: Oversees the operations of both the Dumas Wesley Campus and the proposed Fairhope campus. Currently responsible for management of day-to-day operations at DWCC with a \$1.5M budget; implementation of policies and programs; identification and implementation of revenue generating activities to supplement income; supervision of over twenty employees; and recruitment of sponsors, partners, and funders from the local, private, state, and federal sectors. Oversees
- Associate Executive Director: Oversees the Sybil Smith Family Village and directly oversees Fairhope Project staff. Supervises implementation of new shelter including: hiring of new staff, budget, curriculum, equipment, culture, program manual, orientation, assessments of potential residents, files, data entry, reporting, etc.
- Finance Director: Oversees and leads annual budgeting and planning processes for both Dumas Wesley campus and proposed Fairhope campus; administers and reviews all financial plans and budgets; monitors progress and keep senior leadership team abreast of the organization's financial status; prepares state and federal grant reports, monitors agency's compliance with all IRS and auditing regulations; prepares payroll and manages organizational cash flow and forecasting.
- Marketing and Public Relations Director: Oversees the effective implementation of all marketing, public relations and special events for the benefit of Dumas Wesley Community Center and the Fairhope campus. Also promotes and develops public relations activities and community events to enhance community understanding of Dumas Wesley and the Fairhope Project; Coordinates and implements such programs by working with all news media; Writes news releases and directs press interviews/visits; Conducts radio and television programs to disseminate information regarding all programs and services.
- Baldwin Family Village Program Director: Oversees day-to-day operations of the Baldwin County emergency shelter program, including intake and case management plans for all residents; responsible for maintenance of the Fairhope facility; safety of families; supporting direct care staff; maintaining staff and resident morale; conducting quarterly staff and resident meetings; preparing monthly payroll documentation; preparing monthly reports; staying informed of changing laws regarding housing; scouting for referrals; collaborating with local partners; public relations; other duties as requested by supervisor.
- Baldwin Family Village Case Manager: Works closely with homeless residents, facilitates their access to community resources, and develops a long-term plan for housing and independence on an individualized basis. Assists in families' move from emergency shelter to transitional/permanent housing gaining self-sufficiency. Meets with each resident at least once a week to ensure that they follow their case plan and are in compliance with the program. Sets goals for each family and aids in their progress toward said goals. Facilitates and assists with resident and staff meetings.
- Baldwin Family Village House Manager: Oversees day-to-day and monthly maintenance (changing air filters, clearing drains, arranging and supervising contractors as needed for repairs, etc.) of the shelter. Ensures shelter is kept clean at all times; conducts room checks several times a week; coordinates meal planning; schedules Housing Assistants; assists residents with needs/transportation.
- Baldwin Family Village Housing Assistants: Scheduled 5:00p-11:00p on weeknights and from 8:00a-11:00p on weekends. These employees work to ensure that the shelter is safe, clean, and secure for our residents.
- Baldwin Family Village Contracted Security Guards: Scheduled 11:00p-8:00a seven days a week. Provided to protect our residents, particularly if any residents are fleeing a domestic violence situation. Also responsible for answering the phone, giving out information, and opening the door for residents who get off of work overnight.