

## **Private Sponsorship Program Manager**

(full-time, remote, hybrid or on-site)

IRIS (Integrated Refugee & Immigrant Services, Inc., [www.irisct.org](http://www.irisct.org)) is a dynamic refugee resettlement agency with offices in New Haven and Hartford, CT. IRIS serves people from all over the world who have fled persecution in their home countries to start new lives and become self-sufficient, contributing members of their new communities. IRIS serves refugees, asylum seekers, asylees, undocumented neighbors and other immigrants as well.

The Private Sponsorship Program Manager (PSPM) represents IRIS publicly with national, regional, and local partners, as IRIS participates in a consortium piloting a Private Sponsorship Program in the United States. The PSPM will collaborate closely with the Director of Sponsorship and IRIS Executive Director in designing IRIS's Private Sponsorship Program and national consortium role. This role will leverage IRIS's learning from operating the most established, largest co-sponsorship program in the nation and participation in the Sponsor Circle Program. The PSPM will be responsible for IRIS's role in program co-design, as well as overseeing refugee and immigrant families resettled by IRIS through the PS model, through oversight of a team of program staff.

### **General Description**

The Private Sponsorship Program Manager (PSPM) oversees all program development, service provision, and ongoing successful resettlement of newcomer families with community groups in the private sponsorship program. The PSPM reports to the Director of Sponsorship, serves as a key member of the Sponsorship team, and works closely with other IRIS programs, as well as organizations locally, regionally, or nationally connected with private sponsorship programming.

The primary goals of the PSPM are to (1) ensure operation of the Private Sponsorship Program in accordance with consortium and IRIS policies and applicable contractual requirements for welcoming the populations IRIS serves; (2) collaborate with community group leaders, sponsorship team members and CS community of practice to continually improve the IRIS PS program to achieve better client outcomes, community group experience, and program functioning; and (3) work collaboratively with all CS groups, families, staff, and partners to preserve the strength and long-term presence of IRIS in the communities in which the organization resettles newcomers through the CS program.

### **Essential Duties and Responsibilities include:**

#### Private Sponsorship Program Design and Implementation

- Participate in co-design discussions with consortium partners, including IRIS DS and/or ED as appropriate
- Identify additional resources needed within IRIS's private sponsorship program as co-design evolves, presenting those needs for development in actionable options for the IRIS team
- Identify any additional sponsorship training needed internally or externally for the IRIS program, discuss with Sponsorship team for training updates and adjustments
- Lead creation and ongoing revisions of necessary PSP resources, SOPs, tools, with input from CS Developers, Director of Sponsorship and group leaders, as appropriate
- Ensure materials on the PS page of the IRIS website are current

#### Private Sponsorship Community Sponsor Coach, Family, and Group Oversight

- Recruit and manage Community Sponsor Coaches (CSCs) overseeing refugee family

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placements within the PS Program and any additional program staff required.

- Regularly assess through program tools, one-on-one and team meetings, as well as M&E resources, the status of family resettlements per program guidelines, outcomes, and family needs
- Advise and/or assist CSCs with volunteer group and family dynamics, as needed, to reach family self-sufficiency
- Maintain regular training for CSCs in PS Program requirements, local DSS program needs, CSH and supplemental trainings, and other relevant program or services for successful family resettlements

Collaboration within IRIS, with Statewide agencies, and national PS initiatives

- Proactively coordinates with colleagues in both New Haven and Hartford offices, in the areas of Case Management, Health & Wellness, Employment, Legal services, Education programs, and Finance to ensure PS program is operating consistently with key policies and procedures as it interfaces with the IRIS community within Connecticut
- Serves as a point of contact for the PS program interacting with the CT State Refugee Coordinator and State Healthcare Care Coordinator as needed to address issues for select cases and/or provide input as requested by resettlement partners, and relaying similar issues encountered in other states, if needed to CSH and partners
- Participates in PS community of practice initiatives with CSH, CWS, RCUSA, and other organizations nationally as appropriate and in coordination with the Director of Sponsorship and/or Executive Director
- Participates in speaking engagements (or requests DS or ED) to promote and/or explain PS Program within the IRIS community and elsewhere as needed to facilitate the engagement of the general public in welcoming newcomers

PS Program Financial Administration

- Oversee expenses for PS Program expenses in accordance with contractual requirements and timely submission to IRIS finance team for Director approval.
- Provide feedback, as needed, on expense tracking and reporting for funding and other contract requirements
- Assist Community Engagement Team in identifying and pursuing program funding opportunities

**Requirements | Candidates must have:**

- A commitment to IRIS' mission and anti-racism
- Ability to connect with clients, supporters, and staff of diverse backgrounds, to establish a rapport of partnership
- Excellent writing, communication, and organizational skills
- Fluency in spoken and written English, additional language skills preferred but not required
- Exceptional tech skills including Google Suite, PowerPoint, Microsoft Suite, and group tools
- 2 - 5 years of relevant case management and/or management experience, including working with volunteers and newcomers
- Minimum Bachelor's Degree, preferably in related fields, eg management, social work, etc.

**Candidates must be vaccinated against COVID-19**

**In submitting an application for employment, the applicant grants IRIS permission to check references as well as question anyone who might be familiar with the candidate's job performance.**

Supervises: #TBD Community Sponsor Coaches, volunteers/interns (as needed), as well as #TBD Community Groups (indirectly)

Reports to: Director of Sponsorship

Compensation range: \$58,000 - \$60,000 full-time, salaried

Benefits: Health, dental, vision insurance. Life and disability insurance.

Vacation (3 weeks); personal days (3 per year); sick days, holidays per IRIS schedule Eligible for 403 b retirement plan after 1 year. IRIS is an affirmative action-equal opportunity employer.

**To apply, please send a cover letter and resume to [humanresources@irisct.org](mailto:humanresources@irisct.org), with the subject line: Private Sponsorship Program Manager [Your Name].**