

TRANSITIONAL PROGRAMS MANAGER

JOB OPENING



The Tennessee Higher Education Initiative (THEI) is a nonprofit organization working to disrupt systems of harm and create opportunities for autonomy and success by providing college access to people inside Tennessee prisons, preparing students for skillful re-entry, and reducing barriers to continued education and achievement. THEI is a grassroots, community organization committed to principles of harm reduction, healing, and centering the lived experiences of the people we serve. We engage in reimagining and building towards the world we want to see through systems work and direct service.

Tennessee Higher Education Initiative (THEI) seeks a full-time **Transitional Programs Manager**. Under the direction of the Senior Director of Programs and as a key member of the leadership team, the Transitional Programs Manager is responsible for developing and executing comprehensive transitional programming strategies that support justice-impacted individuals in their successful reintegration into communities. The Manager will provide direct supervision to the Transitional Programs programming staff while ensuring the delivery of high-quality, trauma-informed services that advance THEI's mission of breaking cycles of incarceration and promoting educational continuity.

The position is full-time, based in our Nashville office with regular travel across Tennessee required. The ideal candidate will demonstrate strong leadership capabilities, extensive experience in reentry programming, and the ability to manage complex caseloads while building strategic partnerships that enhance program effectiveness and sustainability.

Priority will be given to applicants who demonstrate a strong commitment to providing service to at-risk populations and understand the mission of THEI to be located within a larger social-justice movement. We seek senior-level professionals who have experience scaling reentry programs; demonstrated success in leading teams and managing complex programming; and a strong commitment to breaking cycles of poverty and incarceration. **We encourage people who have been impacted by the criminal justice system to consider applying.**

ESSENTIAL DUTIES & RESPONSIBILITIES

Leadership & Team Development

- Provide direct supervision, mentoring, and professional development guidance to the Transitional Programs team
- Develop and implement comprehensive training programs for transitional programming team members
- Build and maintain a high-performing team that reflects THEI's values and commitment to excellence in reentry services



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- Foster a collaborative, trauma-informed, and mission-driven culture within the transitional programs department
- Establish clear performance metrics and accountability systems for all transitional programming functions
- Conduct regular performance evaluations and support staff professional growth through coaching and development planning

Strategic Program Development & Implementation

- Design, implement, and continuously improve transitional programming models that support successful reentry outcomes
- Collaborate with the Senior Director of Programs to develop long-term strategic vision for transitional services
- Lead the development of evidence-based programming that addresses the complex needs of justice-impacted individuals
- Oversee the design and implementation of transitional housing programs, including policies, procedures, and operational protocols
- Develop and maintain comprehensive program evaluation frameworks to measure outcomes and demonstrate impact
- Lead quality assurance initiatives to ensure program fidelity and continuous improvement across all transitional services

Advanced Case Management & Clinical Oversight

- Provide clinical supervision and oversight for complex cases requiring specialized intervention strategies
- Ensure adherence to trauma-informed, strength-based, and person-centered approaches across all programming
- Oversee the development and implementation of individualized reentry plans for high-risk or high-need participants
- Coordinate crisis intervention and emergency response protocols for program participants
- Ensure compliance with all regulatory requirements, court orders, and funding stipulations
- Manage escalated cases and facilitate resolution of complex participant challenges

Partnership Development & Community Relations

- Lead strategic partnership development with criminal justice agencies, including DOC, parole and probation, and court systems
- Build and maintain relationships with community-based organizations, service providers, and educational institutions across Tennessee
- Develop corporate partnerships and employment networks to create pathways to economic stability for program participants

- Represent THEI at regional and state-level reentry coalitions, committees, and advocacy efforts
- Negotiate contracts and memoranda of understanding with partner organizations
- Coordinate with housing providers, healthcare systems, and other essential service partners to ensure comprehensive support networks

Financial Management & Resource Development

- Oversee budget development and financial management for all transitional programming activities
- Monitor grant compliance and reporting requirements for transitional programming funding streams
- Support grant writing and proposal development for transitional programming expansion and sustainability
- Manage resource allocation and ensure efficient use of program funds to maximize participant outcomes
- Coordinate procurement and vendor relationships for transitional programming needs
- Track and report on program costs, cost-effectiveness, and return on investment metrics

Data Management & Program Evaluation

- Lead the development and implementation of comprehensive data collection systems for transitional programming
- Oversee outcome measurement and evaluation activities to demonstrate program effectiveness
- Coordinate with organizational leadership to develop performance dashboards and reporting systems
- Ensure data privacy, confidentiality, and security protocols are maintained across all programming
- Lead research and evaluation partnerships with academic institutions and evaluation consultants
- Prepare comprehensive program reports for funders, board members, and community stakeholders

Innovation & Best Practice Development

- Stay current with emerging best practices in reentry programming, trauma-informed care, and criminal justice reform
- Lead pilot initiatives and innovative projects to enhance service delivery
- Coordinate with other THEI portfolios to ensure integrated and holistic service delivery
- Develop and implement evidence-based programming models that can be replicated and scaled



- Facilitate knowledge sharing and best practice dissemination within the field
- Support organizational thought leadership through conference presentations, publications, and policy advocacy

REQUIRED CAPABILITIES, SKILLS, & KNOWLEDGE

- Master's degree in Social Work, Criminal Justice, Psychology, Public Administration, or related field required
- 5+ years of progressive leadership experience in reentry programming, criminal justice, or social services, with at least 2 years in supervisory roles
- Demonstrated experience managing complex case management programs and supervising direct service staff
- Extensive knowledge of criminal justice systems, reentry challenges, and evidence-based interventions
- Strong understanding of trauma-informed care principles and their application in reentry programming
- Experience with program evaluation, outcome measurement, and data-driven decision making
- Proven track record in partnership development and community collaboration
- Advanced skills in budget management, grant compliance, and financial oversight
- Excellent written and verbal communication skills, including presentation and public speaking abilities
- Proficiency in database management systems, Microsoft Office Suite, and program evaluation software
- Valid driver's license and ability to travel frequently across Tennessee
- Strong commitment to THEI's mission and values with cultural competence in working with justice-impacted populations
- Leadership presence and ability to represent the organization at high-level meetings and conferences

COMPENSATION & BENEFITS

This is a full-time, exempt position with a salary of \$60,000 plus travel reimbursements, comprehensive medical/dental insurance, a monthly wellness stipend, Simple IRA with employer match, professional development opportunities, generous paid leave and holidays, and flexible work arrangements.

THEI is an equal-opportunity employer; all applicants will be considered for employment without attention to race, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Interested applicants should submit cover letter, resume, and three professional references to work@thei.org with "Transitional Programs Manager" in the subject line.

