

Job Description



Position: Program Manager, California Family Resource Association

Agency: California Family Resource Association

Date: 10/25/2021

Reports to: Director of Policy

Classification: Exempt

Supervisory Responsibilities: CFRA Project Manager, Program Support, and other positions that may be developed with new funding and contract opportunities.

Position Summary:

The California Family Resource Association (CFRA) Program Manager is responsible for the leadership, operation, effectiveness, and sustainability of all CFRA programs and initiatives. The CFRA Program Manager oversees and directs all CFRA program staff and is responsible for development and execution of CFRA's membership structures and development, fund development strategies, and strategic partnerships. The CFRA Program Manager also assists the CAP Center CEO and Director of Policy in developing and implementing legislative advocacy strategies and supporting member organizations to engage effectively in advocacy.

Program Description

Founded in 2005, the California Family Resource Association (CFRA) is a statewide membership association representing the 500 Family Resource Centers, Family Strengthening Networks, and other member organizations throughout California. CFRA is an association within the Child Abuse Prevention (CAP) Center.

CFRA's Vision: A strong, cohesive network that promotes the success and well-being of families in all California communities.

CFRA's Mission:

- **Connect** family resource centers and allied organizations, networks, and community leaders in a member-driven, statewide network.
- **Convene** family-strengthening leaders for networking and working toward a shared vision.
- **Communicate** the value of family resource centers, networks, and programs and policies that strengthen families to policymakers and to the state.

Essential Duties and Responsibilities:

Program Management

- Strengthen the coordinated statewide network for all Family Resource Centers, Allied organizations, and networks in California.
- Increase the capacity of FRCs to respond to emerging needs through technical assistance, webinars, peer learning opportunities, and other strategies.
- Oversee state-funded contracts for immigration services, COVID relief, and other community supports through partner Family Resource Centers, ensuring the successful implementation of deliverables, including but not limited to: management of funds, technical assistance, marketing & communications, data & evaluation, quality improvement, and reaching targeted numbers of individuals served.
- Recruit, develop, supervise, and evaluate all CFRA staff.
- Ensure member satisfaction, retention, and growth, through direct relationship development with members, strategic internal and external communications, member convenings, and identification of opportunities for the association and its members.
- In conjunction with the Policy Director, convene and coordinate the CFRA Leadership, Policy, and Networks Committees, and other new committees as developed.
- Evaluate the appropriateness and effectiveness of CFRA programs to ensure alignment with current needs, trends, and opportunities for program development.
- Establish operating policies, procedures and matters of administrative detail in connection with the operation and maintenance of CFRA and FRC contracts and projects.
- Develop, implement, and oversee projects related to member communication, data collection, recruitment, retention, engagement, and satisfaction.
- Respond to special requests from CFRA members, partners, and funders.

Advocacy & Collaboration

- Assist in the development and implementation of annual policy agenda and advocacy strategies that demonstrate the local and statewide impact of FRCs and family-strengthening organizations, in collaboration with CAP Center Policy Director, leadership, lobbyist, and CFRA membership.
- In coordination with the CAP Center Leadership, Strategies, the Citizens Review Panel, and the Office of Child Abuse Prevention, develop a strategy for increasing the information and consistency of data regarding the scope of work and impact of family resource centers in California.
- Serve as a member of boards, work groups, coalitions, and steering committees relevant to CFRA issue areas.
- Work with collaborative partners to ensure implementation, improvement, and expansion of training for the Standards of Family Strengthening and Support.
- Maintain collaborative and strategic partnerships with various issue-specific working groups, coalitions, and government partners to advance policy and narrative change in support of families and family-serving organizations.
- Work with CFRA members to build advocacy capacity including training, networking, peer supports, and one-on-one technical assistance.
- Work collaboratively with the CAP Center Leadership Team and the CAP Center Program Management Team in assuring that programs and services are effective and consistent with agency mission and principles.

- Attend coalitions, conferences, and networking events to build positive relationships with statewide public and private child abuse prevention, family support and strengthening agencies, and social service agencies as a CAP Center representative.
- Work also collaboratively and maintain positive working relationships with CA Department of Social Services, CA OCAP, other providers
- As requested, participate in meetings, convening's, and networking events to promote positive relationships with social service agencies and community-based organizations.
- Attend and actively participate in partner meetings, external/internal CAP Center meetings and committees by providing knowledge and expertise as necessary.

5. (5%) Other Duties

- Participate in and support CAP Center strategic planning, program development, grant writing, coordination and collaborative activities, and special events

Qualifications:

- Minimum of five years of experience working in public health, health and human services, social services, or related consumer-focused field.
- Direct experience in/with Family Resource Centers and FRC Networks preferred.
- Minimum two years of experience in a management or leadership role.
- Bachelor's degree or equivalent in additional experience is required.
- Experience writing, securing, and managing grants.
- Experience developing and managing budgets.
- Knowledge of child welfare systems, social services, child abuse prevention field, and/or family support field.

Please send cover letter, resume and salary requirements to:

The Child Abuse Prevention Center

Attn: Human Resources

4700 Roseville Road

North Highlands, CA 95660 Fax: 916-244-1935

E-mail: jharris@thecapcenter.org

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