

Job Description



Position: Senior Program Manager,
California Family Resource Association

Reports to: President/CEO & Strategies 2.0 Director **Date:** 5/1/2021

Classification: Exempt

Supervisory Responsibilities: California Family Resource Center & (CFRA) Coalition

Victims of Child Abuse (CVCA) Project Managers and support staff, and CFRA

Communications Coordinator

Program Descriptions

California Family Resource Association

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 is to 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.

Coalition for Victims of Child Abuse

The Coalition for Victims of Child Abuse (CVCA) provides leadership, vision and resources to organizations committed to treating and ending child abuse in California through CVCA's statewide coalition. CVCA is implemented through a partnership between the California Governor's Office of Emergency Services (Cal OES) and the CAP Center. CVCA was established in 2016 to improve the quality and impact of services for child victims and their families. Program objectives include promoting coordinated public and private efforts to aid child abuse victims; providing information, resources and referrals to child abuse treatment centers; and providing training, technical assistance and consultation to Cal OES Child Abuse Treatment Program Sub-recipients.

Position Summary

The California Family Resource Association (CFRA) Senior Program Manager is responsible for the leadership, operation, oversight, effectiveness, and sustainability of all CFRA programs. 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 (including internal and external communications, identifying emerging needs and opportunities for the association and its members, and ensuring member satisfaction, retention, and growth), fund development strategies, advocacy initiatives, legislative affairs, and strategic partnerships. The CFRA Program Manager also oversees the Office of Emergency Services (OES) funded Coalition for Victims of Child Abuse (CVCA) program, as well as state-funded contracts for immigration services, COVID relief, and other community supports through partnerships with California Family Resource Centers.

Essential Duties and Responsibilities:

1. (40% time) Program Management

- Provide leadership for the membership development and staff operations of CFRA.
- Provide leadership in the field of family strengthening and build collaborative partnerships.
- Regularly seek input from the field and incorporate it into the programs and services.
- Serve as the primary lead working in conjunction with the CFRA and CVCA Project Managers, to oversee and ensure implementation of all grants and program deliverables including, but not limited to, FRC funding, the OES contract for network development and support, California Department of Social Services Immigration, and foundation grants.
- Collaborate with all CFRA committees to ensure direction from the field and seek to expand the diversity of the committees, standing and ad hoc: regional, urban/suburban/rural, and ethnicity.
- Provide development and oversight for CFRA operations including general program planning, member services and communications, legislative affairs, and special projects.
- Evaluate the appropriateness and effectiveness of CFRA and CVCA programs to ensure alignment with current needs, trends, and opportunities for program development.
- Provide fiscal development and oversight of all CFRA and CVCA grants and contracts, revenue streams, and program budgets; ensure adequate funding for all CFRA program needs.
- In conjunction with CFRA and CVCA project management staff, ensure operating policies, procedures, and administrative details are in operation and maintained for all programs including CFRA, CVCA, and FRC contracts and projects.
- Serve as the primary lead in coordinating the writing and submission of grant applications, both new and re-compete, for all CFRA and CVCA programs including, but not limited to, CDSS Immigration Services, OES CVCA, and foundation grants.
- Ensure compliance with all contract and reporting requirements.
- Conduct ongoing grant review and research; develop and submit grant proposals; build and maintain effective relationships with current and prospective funders.
- Recruit, develop, supervise, and evaluate all supervised staff.
- Develop strategic communications partners who may enhance the range of vital information and opportunities for CFRA members, the CAP Center and related fields.
- 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.
- Seek opportunities to demonstrate and promote family resource centers in communications, conference presentation, and other modalities.

2. (40% time) Policy Advocacy and Legislative Affairs

- In collaboration with CAP Center's President/CEO and leadership, lobbyist, and CFRA membership, develop annual policy agenda and advocacy strategies
- Manage and oversee the operation and effectiveness of CFRA's Policy Committee.
- Maintain collaborative and strategic partnerships with various issue-specific working groups, coalitions, and government partners.
- Oversee bill tracking and analysis, as well as strategic communication to educate and mobilize CFRA membership around key issues.
- Work with CFRA members to build advocacy capacity including one-on-one technical assistance.
- Oversee the development of mechanisms to rapidly respond to budget and legislative developments and facilitate the easy response by CFRA members and related audiences.
- Participate with Prevent Child Abuse America, Voices for National Service and the California AmeriCorps Alliance.

3. (10% time) Special Projects

- Oversee the planning and coordination of major events, regular convenings, and conferences including CFRA Capitol Day, regional conferences for CFRA and CVCA, webinar trainings, and special presentations.
- Serve as a member of boards, work groups, coalitions and steering committees relevant to CFRA and CVCA issue areas.
- Share in the leadership and implementation of new collaborative projects that may arise.

4. (5%) Internal and External Collaboration

- Attend coalitions, conferences, and networking events to build and promote positive relationships with subject-matter experts, family strengthening agencies, and community-based organizations to assess training needs of local and statewide social service networks.
- Attend and actively participate in partner and external/internal CAP Center meetings and committees by providing knowledge and expertise as necessary.
- Serve as a member of the CAP Center Program Leadership Team, coordinating and partnering together on program activities to ensure related CAP Center program requirements and areas of shared work are accomplished in a collaborative manner.
- Develop and maintain effective positive working relationships with child abuse prevention, family resource and strengthening agencies throughout California communities as a CAP Center representative.
- Actively coordinate CAP Center, CFRA, and CVCA work with Strategies 2.0
- Work collaboratively and positively with other CAP Center teams, including but not limited to: AmeriCorps programs, Safe Sleep Baby, Black Infant Health, Birth &

Beyond, Strategies TA, Cal OES Coalition for Victims of Child Abuse program, Child Death Review Fetal Infant Mortality Review, and Fiscal, providing support as needed.

- Participate in the CAP Center's Program and Collaborative Team activities, work groups, and other areas of shared work.
- As requested, participate in meetings, convening's, and networking events to promote positive relationships with social service agencies and community-based organizations.

5. (5% time) Other duties

- Participate in and support CAP Center strategic planning, program development, grant writing, coordination and collaborative activities, and special events.
- Assist with special CAP Center projects including, but not limited to, grant proposals, program reports, press releases, special events, and other in-person or virtual events.
- Acquire and enhance knowledge of existing, new, and emerging trends through reading, trainings, research, conferences, and participation on committees, as well as local and state-wide projects by participating in site visits and through occasional, direct interaction with partners.
- Participate in statewide meetings as directed by the President and CEO.
- Build strategic partnerships with other statewide advocacy organizations and coalitions.
- In coordination with the CAP Center Leadership, Strategies 2.0, 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.
- Other job duties as assigned.

Minimum Qualifications:

Education and Experience

- Master's Degree from a four-year college or university required in the areas of Social Work, Public Health, health related or social science field preferred.
- Minimum of three years of experience working in government affairs, public affairs, legislative/public policy field, or related field.
- Minimum of three years of experience working in public health, health and human services, social services, or related consumer-focused field.
- Minimum two years of experience in a management or leadership role.
- 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 desired.
- Grant and budget management experience preferred.
- Experience with developing and maintaining positive partner relationships with community and collaborative public/private agencies.
- Excellent critical thinking and problem-solving skills.
- Excellent interpersonal, verbal, and written communication skills.

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General Knowledge

- Demonstrated political sophistication and sensitivity to diverse interests.
- Ability to build and nurture collaborations and encourage effective partnerships.
- Knowledge of state and local government functions and legislative processes.
- Ability to design, develop and deliver policy advocacy tools and trainings.
- Must be able to read, write, speak and understand the English language.
- Must have excellent writing, editing, and proofreading skills.
- Strong mathematical and budgeting skills.
- Working knowledge of media, marketing and advocacy strategies, including online/social media tools and platforms.
- Knowledge of Microsoft Suite and ability to operate office equipment.
- Ability to develop and maintain record keeping systems and procedures.
- Ability to maintain a professional and confidential work environment.

Organizational Ability

- Ability to motivate and coordinate the work of a team.
- Excellent organizational and administrative skills and ability to organize, manage, establish priorities, and complete multiple tasks in an efficient manner, which may require short completion times and competing deadlines.
- Ability to work in a fast-paced environment and to adapt easily to change.
- Ability to be a self-starter and operate with minimal direction and supervision.
- Ability to be flexible and respond to changing needs.
- Strong attention to detail.
- Skill in organizing resources and establishing priorities.
- Ability to develop and maintain record keeping systems and procedures.

Communication and Relationship Skills

- Ability to establish and maintain good working relationships, both internally and externally.
- Ability to lead and support a team positively and professionally and to work effectively in a strength-based manner in a team, including asking for, receiving, and offering, support when needed.
- Ability to work in a culturally affirming manner and be culturally responsive with, individuals and teams of diverse economic, social, educational, and cultural backgrounds.
- Able to communicate in a professional and courteous manner at all times.
- Ability to effectively coordinate and facilitate meetings and trainings.
- Excellent verbal and written communication skills.
- Ability to maintain a professional, confidential work environment.
- Ability to work through highly emotionally meeting topics and confidential information with care and professionalism.
- Recognize the need for self-care in effectively managing work duties.
- Able to communicate in a professional and courteous manner at all times.

- Ability to work with and support highly emotionally people in a professional and courteous manner.
- Ability to deal with stressful situations
- Ability to effectively coordinate and facilitate meetings and trainings.

Analytical Skills

- Excellent problem identification, coaching, mediation and resolution skills.
- Ability to work through complex situations and to collaborate effectively with personnel in order to provide timely and effective problem resolutions.
- Ability to set work priorities.
- Ability to develop, plan, and implement short-, mid- and long-range goals.

Physical/ Psychiatric Requirements

- Must be able to report to work on a regular and reliable basis.
- Ability to lift, carry, push and pull up to 20 pounds.
- Able to deal with stressful situations.

Other Qualifications

- Must be available to work a flexible schedule, which may include day, evening, night, or weekend hours.
- Must possess a valid California Driver's License, a reliable automobile and auto insurance.
- Must be able to travel between sites and to offsite events as needed, including some overnight travel.
- Must pass a Criminal History check consisting of: DOJ and FBI checks, a search of the National Sex Offender Public Website (NSOPW) as well as Truescreen and Fieldprint.

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

Equal Opportunity Employer

The Child Abuse Prevention Center provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.