Family Programs Director

Job Purpose

The Family Programs Director oversees and manages our Family Support programming for Our Family Coalition (OFC) throughout the San Francisco Bay Area. OFC is the largest regional LGBTQ family support organization in the country, and has provided community-building programming, education, and advocacy for Bay Area LGBTQ-headed families for over twenty years. The Family Programs Director oversees the coordination and administration of all aspects of an ongoing program including planning, organizing, staffing, leading, and controlling program activities. The Family Programs Director reports to the Executive Director and is part of the Leadership Team.

Primary Duties and Responsibilities Include:

**Plan the programs**
- Lead Family Support Team in planning, oversight and evaluation of family support programs, including educational programs, peer support groups, and community building activities for LGBTQ families and their allies
- Develop overall program plan to reach a broad cross-section of LGBTQ families, specifically from diverse ethnic, linguistic, racial, socioeconomic and cultural backgrounds.
- Plan the delivery of the overall program and its activities in accordance with the mission and the goals of the organization
- Develop new initiatives to support the strategic direction of the organization
- Develop and implement long-term goals and objectives to achieve the successful outcome of the program
- Develop annual program plans that list both short and long term goals that are aligned with OFC’s mission, vision, goals and objectives
- Develop a program evaluation framework to assess the strengths of the program and to identify areas for improvement
- Develop funding proposals for the program to ensure the continuous delivery of services

**Organize the programs**
- Ensure that program activities operate within the policies and procedures of the organization
- Ensure that program activities comply with all relevant legislation and professional standards
Develop forms and records to document program activities
- Oversee the collection and maintenance of records on the clients of the program for statistical purposes according to the confidentiality/privacy policy of the organization
- Directly oversee and manage Family Support Team contracts, including program design, reporting, evaluation, and maintaining positive funder relationships
- Oversee coordination of social and educational events in San Francisco and the East Bay
- Work collaboratively with other staff to plan and implement OFC’s dynamic and growing social, advocacy and educational programming Represent OFC and the interests of LGBTQ families at meetings and interagency collaborations, conferences, media outlets, and other contexts as needed
- Develop and manage both Family Support budget and individual program budgets
- Oversee development of promotional materials for Family Support programs and advocacy efforts in both hard copy and digital media
- Work in partnership with representatives of other community groups to further equality for all LGBTQ families
- Report to both public and private funders on grant deliverables
- Build and support parent leadership throughout OFC programs

**Staff the programs**
- Determine Programs Team staffing requirements including hiring and firing and supervise direct reporting staff with an emphasis on mentorship and professional development
- Recruit, hire and interview and select well-qualified program staff
- Ensure that personnel files for the program are properly maintained and kept confidential
- Establish and implement a performance management process for all program staff
- Engage volunteers for appropriate program activities using established volunteer management practices
- Ensure that all program staff receive an appropriate orientation to the organization and the programs

**Lead the programs**
- Ensure all staff members receive orientation and appropriate training in accordance with organizational standards
- Supervise program staff by providing direction, input and feedback
- Communicate with clients and other stakeholders to gain community support for the program and to solicit input to improve the program
- Liaise with other managers to ensure the effective and efficient program delivery
- Coordinate the delivery of services among different program activities to increase effectiveness and efficiency

**Control the programs**
- Write reports on the program for management and for funders and grantors
- Communicate with funders as outlined in funding agreements and grants
- Ensure that the program operates within the approved budget
- Monitor and approve all budgeted program expenditures
- Ensure financial reports and supporting documentation for funders and grantors are prepared as outlined in funding agreements
- Provide required information to have invoices generated and submitted to funders according to the established timelines
- Identify and evaluate the risks associated with program activities and take appropriate action to control the risks
- Monitor the program activities on a regular basis and conduct an annual evaluation according to the program evaluation framework
- Report evaluation findings to the Executive Director and recommend changes to enhance the program, as appropriate
- Review program evaluations and incorporate findings into program development
- Maintain all program documentation (sign-in sheets, program evaluations, registration reports) and review to ensure contract compliance
- Monitor databases (contract reporting and internal agency) to ensure all information is entered in a timely and accurate manner

**Minimum Qualifications:**
- B.A. required
- A minimum of 5 years demonstrated experience working with families, youth and/or children
- Minimum of 3 years staff management experience
- A passion to fulfill the work of OFC’s mission and a demonstrated commitment to social justice, anti-oppression work, and LGBTQ rights
- Knowledge of procedures and practices for negotiating and reporting on government contracts
- Comfort and experience planning and conducting outreach to diverse family communities
- Effective organizational and time management skills
- Ability to successfully manage multiple priorities and projects, often with tight deadlines while addressing daily needs
- Experience working with service providers in San Francisco Bay Area
- Strong ability to work as part of a team and with people from a variety of different racial, ethnic, socioeconomic, educational, religious, sexual, gender, and generational backgrounds
- Strong interpersonal and communication skills, both written and verbal
- Willingness to work nights and weekends, including monthly evening group(s)
- Experience developing and tracking program budgets
- Ability to build and maintain productive relationships with collaborative partners
- Comfortable with common computer software packages (MS Word, Excel, Outlook, participant/donor databases etc.) and basic graphic design skills
Current, valid driver’s license and regular use of personal vehicle

**Desired Qualifications:**
- Fluent in Spanish, and/or a language other than English
- LGBTQ parent/caregiver
- Masters in Social Work or other field related to family support
- Strong relationships with organizations and individuals working to serve LGBTQ families in the SF Bay Area
- Ability to demonstrate experience in Core Competencies from the Child Abuse & Neglect Prevention Board
  (https://preventionboard.wi.gov/Documents/Core%20Competencies%20for%20Family%20Support%20Professionals%202018.pdf)

**Level of Language Proficiency**

English fluency required, Spanish/non-English fluency preferred

**Salary Range:** $58k - $64k per year; generous healthcare, dental, & vision package

**How To Apply**

Candidates should submit resume and cover letter to shari@ourfamily.org. This position will be filled once preferred candidate is identified.

*OFC is an equal opportunity employer. OFC's policies prohibit discrimination and/or harassment of any individual based on color, religion (including religious dress or grooming), sex (including pregnancy, childbirth, or related medical conditions), national origin, ancestry, age, physical or mental disability, legally protected medical condition, family care status, veteran status, marital status, sexual orientation, gender identity or expression, or any other basis protected by federal, state or local law. It also prohibits discrimination and/or harassment based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.*