



## **PARTNERSHIP FOR FAMILIES**

**POSITION TITLE: Program Director**

**PERSONNEL CLASSIFICATION: FULL-TIME**

**SPECIAL CONDITIONS: None**

**REVISION DATE: 4.11.19**

### **PROGRAM OVERVIEW**

Partnership for Families (PFF) mission is to empower Northside families so their young children get to school ready to read and learn. PFF is implementing an evidence-based model from the National Center for Families Learning Program (NCFL). NCFL is a 29-year old two-generation model that operates successfully in more than 100 cities in the US. This program is designed to build parents' capacity to support their children's growth, development and academic success, while building their own skills.

Working hand in hand with parents, PFF provides programs in the neighborhoods where our families live. PFF and key partners will provide wrap around support to families to include:

- Trauma-informed family case management
- Quality early childcare
- Parenting training through in-classroom experiences with their children
- Collective skill building in areas such as nutrition and health; financial literacy and wealth building; mental health and child development and service learning and leadership development.

### **POSITION SYNOPSIS**

The Program Director will ensure successful implementation of the Partnership for Families core programming as described above. The Program Director is responsible for implementation of the PFF program model focusing on five Northside Richmond neighborhoods; Gilpin Court, Lincoln Mews, Highland Park, Chamberlayne Industrial Corridor, Brookland Park.

The Program Director reports to the Executive Director and directly supervises a full-time Social Worker, a part time Program Assistant (Family Navigator), a part-time driver, two part-time van assistants, consultants and volunteers.

### **AREAS OF RESPONSIBILITY**

- Assess current programming and create plan for continued program development and growth.
- Implement program elements with efficacy and fidelity.
- Maintain strong partnership with National Center for Families Learning Program.
- Ensure program data is collected consistently and accurately in accordance with program requirements.
- Create feedback loop with families, program staff, and partners to create an environment of continuous program improvement.
- Manage, train and support program team.
- Recruit and support families including oversight of family case management and ongoing neighborhood

engagement

- Incorporate best practice in trauma informed care, early childhood development, program equity, parent engagement and evaluation.
- Cultivating and engaging community partners including service providers, childcare centers and schools;
- Oversee collaborative case management.
- Oversee and manage client tracking and referral system.
- Partner with Executive Director and Director of Development on fundraising efforts
- Actively participate in the organizational leadership of Partnership for Families and be an “all hands-on deck” team member

## **SKILLS, KNOWLEDGE AND ABILITIES**

- Unwavering commitment to and passion for Partnership for Families mission
- Demonstrated success in developing and managing complex programs and meeting rigorous goals
- Proven leader and team manager with success in driving teams to results
- Deep knowledge and experience in successful program development and implementation strategies
- Experience in family and community engagement
- Experience fostering collaboration among diverse stakeholders
- Excellent written and verbal communication
- Ability to think and solve problems at a systems level
- Strong project management skills
- Innovative problem-solving orientation
- Exceptional analytical skills
- Exceptional presentation & public speaking ability

## **MINIMUM QUALIFICATIONS**

- **Education:** Bachelor’s Degree in Early Childhood Education, Education, Human Services, Community Development, or Social Work. Master’s Degree preferred. A relevant combination of education and experience is acceptable. Strong knowledge, training and/or experiences with early childhood education, adult literacy, family literacy, and mental health and social services preferred.
- **Experience:** Minimum of 5 years of experience, including at least 2 years of experience managing people: Developing and implementing direct service programs; building partnerships; collaborating with providers to deliver programs and services; community engagement; oversight of data collection, analysis and evaluation.
- **Technical Skills:** Must have a strong knowledge of Microsoft Office Suite as well as other appropriate technical software packages. Specifically, staff member must be proficient in Microsoft Word, Excel, PowerPoint as well as other productivity applications. Some data base experience is preferred.
- **Flexibility:** Must be able to work a flexible work schedule as dictated by the programmatic needs of the Partnership. Ability to work evenings and/or weekends as appropriate.