



Job Title: Fatherhood Initiative Manager

Reports To: Co-Executive Director(s)

Hours: Full Time with Benefits

FLSA Status: Exempt

Date: 2024

About the Family Resource Center Association (FRCA):

Our mission is to strengthen families through partnership and collaboration. We connect our Member Centers to funding opportunities, advocacy, data reporting and evaluation, training, and partnerships and collaborations across Colorado, enabling them to serve more families with the resources they need to thrive.

www.cofamilycenters.org

Working Relationships

Internal Relationships: FRCA Staff and Board Members

External Relationships: Colorado Fatherhood Network leadership and participants, external stakeholder groups, Family Resource Center Directors and Staff, funders, collaborative groups

General Position Description

The Fatherhood Manager will coordinate and lead a team-approach to continue the Implementation Phase of FRCA's Fatherhood Initiative Project. This includes the coordination, planning, and execution of activities related to the Colorado Fatherhood Network (CFN). The CFN is a statewide, systems-level professional network for practitioners and programs that support fathers and families. This position will also manage deliverables related to time-limited Fatherhood funding streams connected with a statewide network effort.

This position will participate in other agency-wide initiatives like implementing FRCA's strategic plan, participating in committee work, working with the Member Network and supporting other aspects of FRCA's broader mission and vision.

Essential Duties and Responsibilities

This position is largely focused on Fatherhood engagement at the intermediary (system/network) level and will not include working directly with fathers, but rather working with Fatherhood and Family Program providers. This position will require a high level of project management skills in meeting multiple deadlines and achieving outcomes for project deliverables while moving larger strategic goals forward at the same time. FRCA uses a team approach; this position will work closely with other staff to move this important work forward including managing laterally and up.

Implementation of Fatherhood Initiative Plan

FRCA conducted a research project that concluded in 2021 to understand the landscape of support available for Colorado fathers and families, needs and gaps in services, and best practices in the field. This position will continue to support the implementation plan from the research project. Implementation focuses on supporting practitioners, developing standards, increasing father-voice in decision-making, and convening leaders in the fatherhood practice field.

Colorado Fatherhood Network Support

The Colorado Fatherhood Network (CFN) is a statewide, systems-level professional network for practitioners and programs that support fathers and families. The CFN provides networking, resources, education, evaluation, and advocacy to advance the field of Fatherhood and Family services. The CFN includes over 100 participants from diverse sectors and programs. This position will support the growth and oversight of the CFN through the

following:

- Supporting and growing the CFN, the leadership team and CFN committees.
- Developing, planning, and executing quarterly virtual convenings for CFN participants , bi-monthly virtual peer learning sessions on topics related to father engagement and program implementation, and in-person Regional Fatherhood Forums.
- Hosting and sharing expert/peer panel webinars on state and national best practices in the fatherhood service field.
- Creating content for a monthly Enewsletter with CFN updates, program resources, professional development opportunities, statewide and national conferences, etc.
- Offering coaching/technical assistance to support program implementation and evaluation.
- Presenting efforts at state and/or national conferences.
- Collaborating with state partners to identify opportunities for father involvement and through CFN members, inviting fathers to participate in programs and policies that impact children and families.

Program Support

- Understand father engagement and the use of Family Development practices.
- Awareness of coordinated fatherhood programs by various stakeholders.
- Grant writing and reporting. Maintaining relationships with funding partners.
- Present at FRCA Member Meetings.
- Aligning and integrating the Fatherhood Initiative with other work and goals of FRCA.
- Assistance with other initiatives of FRCA, including member support, trainings, and other work of the Membership network.
- Become trained in, and maintain trainer certification in Standards of Quality for Family Strengthening and Support.
- Participation in Program Team meetings and FRCA committees.

Administrative Support

- Build strategic relationships and collaborate with key industry players, agencies, and vendors.
- Other program coordination, support, management, or administrative duties as assigned.

General Tasks and Responsibilities

- Participate in rolling out FRCA's strategic plan and vision through participation in Strategic Planning workgroups.
- Actively participate in FRCA meetings in a positive, problem-solving manner.
- Maintain professionalism in line with FRCA policies and standards.
- Participate in sub-committees and workgroups as needed.
- Represent FRCA and Member Centers in meetings that promote visibility and credibility of FRCA and Member Centers.
- Maintain high level of confidentiality as it relates to the agency and all records/documents.
- Ability to work flexible hours when needed, including occasional planned over-night travel within the state.
- Assist in development of association-level programmatic reports to key stakeholders, including funders.
- Develop and monitor regular outcome and evaluation measures for project goals.
- Other program coordination, support, management or administrative duties as may be assigned.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

To perform this assignment successfully, an individual must be able to perform each essential duty

satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Qualifications

- Demonstrated problem-solving skills and process management experience.
- Experience in planning, implementing, managing, timely completion and evaluation of projects.
- Strong decision making and critical thinking skills.
- Strong interpersonal skills demonstrated by ability to establish and maintain interpersonal relationships with others including peers, internal and external managers, community groups and other stakeholders.
- Familiarity with fatherhood programs and general design and implementation of fatherhood and/or family programs with multiple stakeholders.
- Experience facilitating group decision-making and action planning with groups that include diverse perspectives.
- Experience moving groups from planning to action.

Competencies

- Skills in convening and engaging diverse stakeholders
- Strong facilitation and presentation skills to lead strategic planning activities that support CFN's multiyear vision.
- Experience working with diverse populations at the leadership and practice level.
- Excellent customer service skills.
- Excellent communication (verbal and written), listening and analytical skills.
- Strong grant writing and reporting skills.
- Conscientious, organized, very detail-oriented, and results-driven.
- Strong working knowledge of Microsoft Office, including Word, Excel, Outlook and Power Point.
- Solution-oriented problem-solver.
- Ability to work independently, manage multiple tasks and projects, and to assess and change priorities based upon agency needs.
- Strong skills working with ad-hoc and formal teams to accomplish positive results.

Other Information

- Successful applicant will be asked to authorize a DMV record and other background checks before employment is approved.

Work Schedule and Compensation

- This position is full time, 40 hours per week, exempt, salaried.
- Salary Range: \$50,000 - \$58,000 depending on experience.
- FRCA core hours are Monday-Friday 9:00 a.m. – 4:00 p.m. There is some flexibility with daily schedules around these hours. Occasional weekend/evening hours are required.
- There is a preference for a metro-Denver based candidate, however if the right candidate is located elsewhere in Colorado there is the possibility for this position to be largely remote. In this instance, the candidate may need to travel to Denver a few times during the on-boarding period and would be expected to attend all-staff events with advanced notice.
- This position has some flexibility for partial telecommuting, after 90 days of employment.
- FRCA offers a generous benefit package, including: health and dental insurance, short term disability insurance, generous vacation and sick leave, a retirement plan, self-care reimbursement and sabbatical.

Hiring

FRCA cherishes diverse lived experiences and strongly encourages all interested, qualified candidates to apply, including those with nontraditional backgrounds. We don't want to miss great candidates. Don't let doubt deter you from joining our team.

To apply, **please submit the following to info@cofamilycenters.org with "Fatherhood Initiative Manager" in the subject line:**

- **Cover letter addressing how your specific employment experience fits this position**
- **Resume**

The application period will close March 6th at midnight.

Candidates who move forward in the process will be asked to provide three (3) professional references.