



Job Title: Fatherhood Initiative Manager

Reports To: Director of Strategic Partnerships

Hours: 32 hours per week with benefits

FLSA Status: Non-Exempt

Date: August 2025

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.

Working Relationships

Internal Relationships: FRCA Staff and Board Members

External Relationships: Colorado Fatherhood Network leadership and participants, external family service providers, Family Resource Center directors and staff, funders, collaborative groups.

Position Description

The Fatherhood Initiative Manager will coordinate and lead the work of the Colorado Fatherhood Network (CFN). This includes the coordination, planning, and execution of activities related to the CFN. The CFN is a cross-sector, practitioner-based professional network that supports organizations, programs, and practitioners with father engagement and inclusion in programs and communities. The CFN provides an ongoing and open forum for education on best practices, information and resource sharing, peer-to-peer learning, and furthering policy and programming to advance the field of fatherhood and family services. The CFN includes over 100 participants from diverse sectors and programs.

Since 2021, the Colorado Fatherhood Network has been overseen by FRCA and supported by a CFN Statewide Leadership Team. This position will continue the execution of activities outlined by the strategic work of FRCA and the CFN Leadership Team. Such work includes piloting and enhancing a practitioner training, outreaching and coordinating with providers across Colorado, bringing best practices and expert presenters to Colorado providers, facilitating peer learning events, developing educational content for practitioner supporting father inclusivity, and growing the reach of the network.

This position works at the state systems level to engage and support providers throughout Colorado in providing father inclusive programming. This position will not work directly with fathers but rather will support the providers and organizations working with fathers and families.

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

This position requires a high level of project management skills in meeting multiple deadlines and achieving specific outcomes 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.

Duties and Responsibilities

This position will support the CFN through the following:

1. Growing the reach of the CFN.
2. Supporting the leadership team and CFN committees.
3. 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.
4. Coordinating, hosting, and facilitating expert and peer panel webinars on state and national best practices in the fatherhood service field.
5. Creating content for and publishing a monthly E-newsletter with CFN updates, program resources, professional development opportunities, statewide and national conferences, etc.
6. Offering coaching/technical assistance to support father inclusive program implementation.
7. Outreaching, collaborating and building strategic relationships with providers and entities serving families to expand the reach of the CFN.
8. Developing educational content for practitioners supporting father inclusivity.
9. Piloting, refining and launching a practitioner training series. (Content is already created.)
10. Understanding best practices for family supportive services and staying current with national fatherhood best practices, advocacy efforts, and trainings.
11. Providing timely grant reports, grant budget tracking, and maintaining positive relations with funding partners.
12. Presenting efforts at state and/or national conferences.
13. Aligning the CFN with other strategic work of FRCA which includes presenting at FRCA Member Meetings, actively participating in staff and strategic planning workgroups, and assisting in other work for the membership network.

Other General Responsibilities Include:

- Actively participate in FRCA meetings in a positive, problem-solving manner.
- Maintain professionalism in line with FRCA policies and standards.
- Participate and lead sub-committees and workgroups as needed.
- Represent FRCA in meetings and events that promote visibility and credibility of FRCA and the CFN.
- Maintain high level of confidentiality as it relates to the agency and all records/documents.
- 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 of the duties outlined above satisfactorily.

Qualifications and Competencies

The two lists below represent the qualification experience and competencies required for this position.

Qualifications

1. Demonstrated problem-solving skills and process management experience.
2. Experience in planning, implementing, and managing the timely completion and evaluation of projects.
3. Familiarity with fatherhood programs and general design and implementation of fatherhood and/or family programs with multiple stakeholders.
4. Experience facilitating group decision-making and action planning with diverse group perspectives.
5. Experience outreaching and working with diverse populations at the leadership and practice level.
6. Demonstrated strong facilitation and presentation skills to lead strategic planning activities and trainings for adult learners.

7. Proficient knowledge of Microsoft Office, including Word, Excel, Outlook and Power Point, and Zoom.

Competencies

1. Strong decision making and critical thinking skills.
2. Strong interpersonal skills demonstrated by ability to establish and maintain interpersonal relationships with others including peers, internal and external partners, community groups and other stakeholders.
3. Excellent customer service, communication (verbal and written), listening and analytical skills.
4. Conscientious, organized, detail-oriented, and results-driven.
5. Solution-oriented problem-solver.
6. Ability to work independently, manage multiple tasks and projects, and to assess and change priorities based upon agency needs.

Work Schedule and Compensation

- This position is 32 hours per week, hourly employee
- Pay Rate Range: \$30.04 – \$34.85 per hour 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.
- This position will need the ability to occasionally work flexible hours including planned overnight travel for meetings throughout the state and conferences.
- This position has some flexibility for partial telecommuting.
- 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.
- Successful applicant will be asked to authorize a DMV record and other background checks before employment is approved.

Applying and Hiring Guidelines

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. FRCA will review applications on a rolling basis until filled.

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

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