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**Open Until Filled**

**POSITION:**    **PROGRAM DIRECTOR, THE FAMILY RESOURCE COLLECTIVE**  
**(BILINGUAL & BI-LITERATE ENGLISH/SPANISH PREFERRED)**

**PROGRAM:**    **THE FAMILY RESOURCE COLLECTIVE**

- **LA MANZANA COMMUNITY RESOURCES (LMCR)**
- **LIVE OAK FAMILY RESOURCE CENTER (LOFRC)**
- **MOUNTAIN COMMUNITY RESOURCES (MCR)**
- **NUEVA VISTA FAMILY RESOURCE CENTER (NV)**

The Family Resource Collective (FRC), a program of Community Bridges (CB), works with families and individuals to further develop safe, healthy and compassionate communities through offering education, resources and advocacy. The FRC builds on the strengths of families and individuals in all of their diverse cultural and economic forms. The services, activities, and administration of the FRC are based on the Principles of Family Support and other social service modalities that help improve outcomes for families, individuals and children. Therefore, the FRC applies practices that build on our participants' strengths, resources and full participation, affirms and values diversity, and fosters collaboration between individuals and organizations. Each family resource center is embedded in its community and contributes to the community building process that we seek to meet its distinct needs.

**POSITION DESCRIPTION:**

Under the general supervision of the CEO of Community Bridges, the FRC program director provides exemplary, resourceful leadership to the FRC. In partnership with the FRC program managers, the FRC program director oversees the overall management of program operations at the family resource centers, ensuring that the collective's mission, key goals and outcomes are met.

The director is responsible for the sustainability of the FRC, including management of the program budgets, community fund development activities, diverse grants and other funding sources, and various reporting requirements. The FRC program has a budget of approximately \$2.5 million, 14.5 FTE employees, 4 program managers, and 5 sites located throughout Santa Cruz County. The program director supervises the program managers and supports them in the supervision of their staff.

## **DUTIES & RESPONSIBILITIES:**

### ***Management and Supervision:***

1. Ensures that each site provides a positive, responsive environment with practices, services and systems that affirm and reflect the Principles of Family Support.
2. Is responsible for the development and implementation of participant advocacy and wrap around services, programming, and activities. Participates in and actively supports site-based events and activities.
3. Ensures the implementation of a regular program and services evaluation that provides key data and information for effective operations management; the process shall include participants, staff and partners.
4. Ensures a positive, culturally sensitive work environment that supports staff and offers opportunities for effective collaboration, professional development, and staff evaluations; maintains a safe work environment that complies with established HR and CB policies and procedures, regulations and union contracts.
5. Assists and supports program staff in general program work as needed.
6. Participates in Community Bridges' administrative responsibilities, including participation in CB's Management Team and program directors' meetings and related work; attends CB Board of Directors meetings as needed.
7. Develops and maintains effective working relationships with other CB staff members, representatives of funding sources, and others in regular contact with the program.
8. Fosters a spirit of inter-agency collaboration in working with the CB organizational structure and in collaboration with all partners, staff, and other groups as appropriate. Seeks counsel and assistance from standing committees, partners, and key volunteers to ensure organizational effectiveness. Participates in community strategic planning processes by being the expert on family support strategies and techniques. Informs, recommends and assists to ensure community input on behalf of Community Bridges to help improve and/or further develop programs and operations.
9. Exhibits cultural competency with people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles; demonstrates a knowledge of and sensitivity to their needs.

### ***Fiscal Management and Resource Development:***

1. Develops and monitors the program budgets and supervises the preparation of a variety of periodic and special reports regarding program activities and contracts in a timely manner; works in partnership with the programs' grants analysts, contracts department and Community Bridges administration.
2. In coordination with Community Bridges' development department, leads the community fund development activities for the FRC program and its sites, meeting or exceeding the annual fundraising goals.
3. Researches funding opportunities and writes, prepares and directs the submission of funding proposals, grant applications and required records and reports. In

coordination with Community Bridges' development department, provides effective public relations outreach and materials that promote and enhance relationships with the media, community organizations, the business sector, government, and the general public.

**Advocacy:**

1. In partnership with the CB management team and the CB CEO, provides effective advocacy with public officials and other stakeholders that strengthens the communities served.
2. Is knowledgeable and articulate about the programs' various and emerging issues and needs.
3. Participates in statewide and local planning and advocacy efforts aimed at maintaining, developing and/or expanding family services as appropriate. Assigns other key staff as appropriate to participate in local advocacy efforts.

*Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature, each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency.*

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge:**

- of methods that bring effective, asset building health and human services for children, families and vulnerable individuals, based on the Principles of Family Support;
- of management techniques, including administration, strategic planning, program development, implementation, results-based outcome evaluation, facilitation, personnel practices and staff supervision;
- of effectively managing teams with different locations while ensuring a shared vision, mission and consistent practices across sites;
- of methods of early childhood education, psycho-social activities, case management, child nutrition and its role in family support practices;
- of social service principles and practices, including case management and counseling techniques;
- of successful community fundraising;
- of financial planning and budget management;
- of effective grant writing and reporting;
- of budget monitoring, record keeping and reporting;
- of building and managing collaborative projects that include systems change;
- of technological resources including evaluative data systems;
- of working in a shared leadership organization, making sound judgments and working independently while consulting about important issues and directions with the CEO and appropriate CB department directors and colleagues as appropriate;

- of working cooperatively and effectively with other agency staff members, community organizations, parents, volunteers, and the public, including people from different racial, ethnic and cultural groups, and from different backgrounds and lifestyles.

***Education and Expertise:***

Any combination of experience and education that provides the skills, knowledge and abilities listed may be qualifying. A typical way to obtain these qualifications would be:

- Bachelor's degree required (Master's degree preferred) in behavioral health field or human services such as counseling, social work, community development, education, or a related field; and three to five years of responsible senior management or leadership experience.
- Proven ability in fundraising and grant writing and a successful history in the management of a collaborative program.

***Preferred Qualifications:***

- Experience in human services and knowledge of needs in Santa Cruz, Monterey, and San Benito counties desirable.
- A current LCSW or MFT license preferred.
- Willingness to supervise interns.
- Bilingual & Bi-literate English/Spanish preferred.

**OTHER REQUIREMENTS:**

- Must pass a criminal background check.
- Must possess a valid California Driver's License, be insurable and have use of a reliable motor vehicle.
- Must be able to work at a computer for full workdays; some routine lifting and reaching.

**RATE OF PAY AND HOURS:**

- This is a regular, exempt, 40 hour per week position.
- The starting salary range will be between \$58K and \$70K, depending on experience.
- Hours of work may vary; must be available for occasional evening and weekend hours.

**BENEFITS:**

- For employee: shared cost medical, dental, vision, & life insurance. Benefit package valued at \$7K/year.
- First year: 12 vacation days and 13 holidays, with accrual based on 40 hr/wk.
- Sick leave: Eight hours/month, with accrual based on 40 hr/wk.
- May be eligible to earn up to 4 Wellness Floaters per year after satisfying all eligibility requirements.
- 1 Birthday Floater after satisfying all eligibility requirements.

- 401(k) Retirement Plan: Agency matches employee contribution up to 1% of annual salary upon completion of six month employment, effective during open enrollment period.
- Flexible Spending Account (FSA).
- Dependent Care Reimbursement Program.
- Paid lunch.

#### **APPLICATION REQUIREMENTS AND DEADLINE:**

Please submit the following materials by email ([hr@cbridges.org](mailto:hr@cbridges.org)), fax (831-688-8302) or in person.

1. Cover letter of no more than 2 pages with full contact information.
2. Resume of no more than 2 pages.
3. The Community Bridges application, which is found at [www.communitybridges.org](http://www.communitybridges.org).
4. A copy of college transcript(s) (official or unofficial)
5. A document or a sample of a document previously written by the applicant to communicate to a Board of Directors, a donor, a funder, a Budget Committee or an area the applicant views will best represent him/herself. The sample may be up to 2 pages.
6. Three professional references that include the name, title, organization, e-mail address, telephone number and state the capacity in which the individual knows your work. References will not be called until the final candidates are chosen.

*Please see [www.communitybridges.org](http://www.communitybridges.org) for our annual report, organizational chart, personnel policies, found under the Employee Portal, and recent financial statements. If you have any questions, please contact Sergio Velazquez, HR Administrative Assistant, at 831-688-8840, Ext. 200.*

#### **COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.**

**Applicants shall not be discriminated against because of age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.**