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## **FAMILY PROGRAMS DIRECTOR POSITION DESCRIPTION**

Full-time position

Reports to Executive Director

### **Position Responsibilities:**

The Family Programs Director oversees and manages our Family Support programming throughout the San Francisco Bay Area.

### **Key Responsibilities:**

- 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 broad cross-section of LGBTQ families, specifically from diverse ethnic, linguistic, socioeconomic and cultural backgrounds
- Determines Programs Team staffing requirements and supervises direct reporting staff
- 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 mediums
- 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
- 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
- Other duties as assigned

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