

Project Director

Organization: Waiting Child Fund

Post Date: September 18, 2017

Program: 30 Days to Family - Ohio

Reports to: Associate Director

Job Location: Cleveland office w/ some travel throughout Ohio

Benefits: Medical, Dental, Retirement

Position Summary

The Project Director is responsible for overseeing all aspects of the implementation of 30 Days to Family - Ohio including strategic decisions and supervision of the leadership team. The Project Director will work closely with the Associate Director & Executive Director of Waiting Child Fund and leadership of Foster and Adoptive Care Coalition (St. Louis, MI) to ensure program deliverables are met and all VOCA Funding requirements are met. The scope of responsibilities includes financial management, relationship management with the 10 County Partner agencies, and management of the core implementation team. The position requires a bachelor's degree (master's degree preferred), a preferred minimum of 5 years of project management experience, and strong interpersonal and management skills. The Project Director will work in Cleveland, OH and will have occasional travel throughout Ohio. The position requires the ability to navigate governmental and nonprofit child welfare systems.

Essential Functions

- Ensuring strategic and tactical implementation of program approach to achieve all stated deliverables
- Program budget development and fiscal oversight of all program related expenses
- Management of implementation team
- Collaboration with the 30 Days to Family Advisory Council
- Relationship management with 10 county partners
- Relationship management with partners at Foster and Adoptive Care Coalition in St. Louis
- Completion of all required VOCA reporting and grant requirements
- Work with Associate Director and Executive Director to prepare reports and presentations to the Board of Directors and external stakeholders
- Work to develop and maintain a team environment among program staff located throughout Ohio
- Lead staff and team meetings
- Ensure fidelity measures are being met by the 10 Family Specialists
- Relationship management with Ohio Attorney General's Office
- Maintain strong and ongoing communication with all program stakeholders
- Participate in WCF organization & leadership meetings

Minimum Requirements

Education: Bachelor's Degree required with a Master's Degree preferred in business, management, public policy, social work, or related field.

Experience: Demonstrated experience working with interdisciplinary teams utilizing innovative strategies to overcome obstacles. Direct experience working within the nonprofit and/or government sector is strongly preferred.

Preferred Skills/Qualifications:

- Leadership experience
- Time management
- Math & budgeting
- Analytical and critical thinking skills
- Excellent written and verbal communication
- Strong organization
- Team facilitation
- Conflict resolution and negotiation
- Adaptation and flexibility
- Ability and comfort working with diverse populations in various environments
- Basic knowledge of Microsoft Office programs
- Understanding of, or ability to learn, Microsoft Project

Additional skills/competencies necessary to carry out services to the service population's culture and socioeconomic characteristics:

- Obtain a cultural awareness that results in a clear understanding of the worldview that directs individual interactions with people of other backgrounds.
- Ability to identify needs unique to various diverse populations including those of different gender identity, sexual orientation, ethnic group, race, and physical or mental capacity and address those needs with community resource referrals.
- Locate appropriate resources to communicate with limited-English-proficient individuals or those with hearing impairment.
- Assist other professionals and team members in understanding the unique needs/characteristics of diverse populations.

Working Conditions

- This position occasionally requires long hours and occasional weekend work.
- This job generally operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, etc.
- Some travel will be required to coordinate with county sites and to attend meetings and conferences

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this position.

Please send resume and cover letter to Amy Milroy at amy@waitingchildfund.org.