



Program Manager

Marin Foster Care Association

Full time, onsite

About Marin Foster Care Association (MFCA)

We address the well-being of ALL children within the dependency system (including foster and foster-adopt children, in-home and non-minor dependents), and serve the full constituency of caregivers for that population.

As the county's primary provider of foster care support services, MFCA focuses on turning a period of profound crisis in a child's life into a time of security and healing.

Your Role

In the role of Program Manager you will be responsible for overseeing and managing a variety of programs which benefit children and families in the foster care system. You're organized, enthusiastic, collaborative and have a strong desire to help MFCA continue to grow and impact the lives in the foster care community. You'll develop relationships and work closely with resource families, social workers, board members and volunteers in the community and believe you can make a difference!

Your Responsibilities:

Program Management

- Manage the Community Resource Center (CRC) including staffing, organizing volunteers, along with other CRC-related duties as needed (e.g. delivering items to Resource Families and organize/account for inventory)
- Partnering with the Program & Development Associate, coordinate and manage the annual in-kind donation drives
- Create and manage the Resource Family trainings and logistics including creating the training calendar, managing speakers and food/drinks
- Partnering with board member(s), you'll create and manage a minimum of one Resource Family outing per quarter
- Assist Event Chairs in planning and coordinating our two largest community events: Summer Picnic and Holiday Party
- Receive, track, communicate and administer the Opportunity Project (OP) requests
- Implement and formalize the Resource Family (RF) Wellness Program
- Partner and lead resource parent committee on outreach, communication and support



- Research and create a mentorship program for first time or newly licensed resource families

Marketing

- Provide content for twice weekly social media and marketing focusing on program outcomes and success stories
- Communicate upcoming events and news to Resource Families as needed through email and Remind texts

Reporting

- Track and communicate accurate and timely interactions of Resource Family news and updates
- Prepare and present monthly program updates to board of directors
- Provide program data and stories for development emails/letters/appeals

Essential Skills

- Excellent relationship building skills and a love of working with people
- 3-5 years experience and proven success in the nonprofit arena
- Demonstrate ability to oversee and collaborate with staff and volunteers
- Solid prioritization and organizational abilities, including planning, delegating, program development and task facilitation
- Creative problem-solving skills
- Excellent interpersonal and communication skills
- Ability to work independently and as part of a small, collaborative team
- Ability to prioritize among competing goals to execute on tight deadlines
- BS degree or equivalent experience

Preferred skills

- Previous experience in social work and the non profit sector
- High level strategic thinking and planning
- Working knowledge or ability to learn about the dependency system

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.

Travel Requirements: This position requires travel 5-10% of the time.

Mental/Physical Requirements: This position will be performed in an office setting. The position will require the incumbent to sit and stand at a desk, communicate in person and by telephone,



frequently operate standard office equipment, such as telephones and computers and lift/move up to 20lbs.

Those interested in this job listing should email a cover letter and resume to Ashley Hurd, Board President at president@marinfostercare.org.