



## Mobile Family Resource Center Program Director Position Description

### Organization

The CAN Council is a regional nonprofit organization dedicated to the prevention of child abuse and neglect through its nationally accredited and evidence-based education, intervention and advocacy programs. Founded in 1979, the CAN Council has consistently grown to meet the needs of the community's children and families, providing services in Arenac, Bay, Huron and Saginaw counties. For more information, visit [CANCouncil.org](http://CANCouncil.org).

### Position

The Mobile Family Resource Center (MFRC) Program Director will be a highly motivated, flexible and organized strategic relationship builder. Responsible for the development and implementation of the MFRC custom to the individual needs of families in Huron & Saginaw counties. This full-time, exempt position requires skill and experience that includes high-level strategic planning, management of day-to-day operations, and hands-on involvement in outreach, collaboration, and convening of community resources.

Reporting to the President/CEO, the MFRC Program Director supervises the MFRC staff and Community Engagement Coordinators and collaborates closely with marketing, finance and grant writing staff. The employee may select as their primary work location the Saginaw or Huron CAN Council facility. Time will be spent in Saginaw and Huron CAN Council facilities and throughout each county regularly and as necessary to successfully execute the role. This position will require a very flexible schedule with frequent evening and weekend events.

A chauffeur's license will need to be attained within the first 30 days of employment.

### Leadership and Collaboration Responsibilities

1. Build relationships with trusted community partners
2. Maintain active membership in community organizations/committees related to MFRC functions
3. Actively engage in community/neighborhood meetings to identify specific and unique needs of families
4. Establish and engage Parent Advisory Committees in each county
5. Collaborate with MFRC Coordinator to determine MFRC events and define necessary community partners
6. Lead Parent Advisory Committees to identify needs/desires for MFRC offerings
7. Participate as an essential member of the CAN Council Leadership Team to cross-promote and support all CAN Council programming
8. Work closely with Communications Director to educate community through website, social media, and e-communications
9. Supervise, evaluate, and provide appropriate training for MFRC and outreach staff
10. Advance the CAN Council's collective efforts to build a diverse, equitable, and fully inclusive organization through transformative learning and leadership, and by

actively seeking and welcoming diverse voices and perspectives that will shape the organization's future

11. Supervise and mentor staff to ensure a high-quality, appropriate, and culturally sensitive family support program
12. Promote a culture of empowering families
13. Monitor programs/activities for effectiveness and efficiency
14. Oversee the day-to-day MFRC operations
15. Accountable for all National and Michigan Family Resource Center Network Standards
16. Monitor MFRC Department's compliance with grant award terms and conditions ensuring the fidelity of all grant projects/programs
17. Research innovations and improvements for MFRC and Outreach Program
18. Ensure legal and ethical standards are maintained to safeguard the privacy, rights, and dignity of individuals and families served
19. Attend training and professional conferences related to the issues of family resource centers
20. Perform other duties as directed by the President/CEO

### **Planning, Assessment and Budgeting Responsibilities**

1. Create and manage, with input and oversight from Program Staff, the President/CEO & Board of Directors, a comprehensive MFRC and Outreach Strategic Plan
2. Participate in ongoing feedback collection and outcome dissemination with trusted community partners in each county
3. Provide a yearly timeline and goals for the MFRC and Outreach Program
4. Monitor, and evaluate new and existing MFRC and Outreach initiatives for effectiveness
5. Work with MFRC and Outreach staff to assess and modify program and processes as necessary
6. Work with the Data Specialist to analyze and interpret data, create reports and communicate results
7. Report on MFRC and outreach events monthly to the President/CEO
8. Develop, with the Finance Director, and monitor program budget
9. Monitor adherence to grant budgets and requirements
10. Actively assist Development & Grant Specialist in preparing MFRC and Outreach grant proposals

### **Qualifications**

Bachelor's degree in public health, business or relevant field required; Master's degree a plus; 3+ years' experience in leadership preferably within a nonprofit organization; demonstrated managerial leadership and experience with recruiting, supervising, and developing a successful and collaborative work team; proven project leader; exceptional customer service and experience working with and coordinating multiple projects utilizing staff and volunteer resources; proven organizational and team building skills; highly effective and engaging communication, presentation, and interpersonal skills; excellent writing skills; effective organizer and collaborator; proven financial acumen including budget development and management; proficient with Microsoft applications including Outlook, Word, Excel, PowerPoint, SharePoint, OneDrive and

Planner; proven track record of recruiting, supporting, motivating and working effectively with volunteers; demonstrated ability to formulate strategic plans, develop and implement programs, and evaluate the success of these initiatives; demonstrated ability to collect, analyze and interpret data, create reports, and communicate results and recommendations; strong analytical and problem-solving skills. Daily operations require the ability to lift 50 pounds without restrictions. Chauffeur's license needed within first 30 days of employment.

Annual satisfactory driving record and background check clearance required.

*It is the policy of the CAN Council to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. Persons who do not meet all of the listed job criteria but who feel their knowledge, skills, and experience make them well-qualified candidates are encouraged to apply.*