



**DC127**

## Programs Manager

### **The Organization:**

DC127 is a local initiative that unites churches around the foster care system in Washington, DC. We recruit and support foster and adoptive homes and empower churches to care for vulnerable families who are at risk of being separated by foster care.

### **The Position:**

DC127 has a small professional team with a volunteer network of over 200 people, all dedicated to mobilizing the churches of Washington, DC around some of the most vulnerable children in our city. The Programs Manager's primary role is to oversee three main program components: 1. the management of DC127's Communities for Families program and staff, 2. manage and implement all functions of DC127's foster care program, and 3. manage the organization's program development and data evaluation efforts. Additionally, the Programs Manager works closely with the Executive Director to ensure DC127 is moving strategically towards its goal. We're looking for someone who understands and can implement best practices in service to our families and who is excited about building and developing our programs to meet goals and achieve results. The ideal candidate will be excited about organizing a volunteer movement and embrace DC127's model of empowering volunteers to care for foster and biological families. The annual salary range for this position is \$48,000 - \$50,000 and benefits include assistance with health insurance, dental insurance, and contribution towards retirement funds.

### **Responsibilities:**

- Manage DC127's Communities for Families program (60%)
  - Manage CFF program staff as they guide teams who are partnering with families
  - Ensure goals and standards of program are met
  - Provide professional oversight to DC127's programs and volunteers
  - Oversee, plan, and execute primary and secondary volunteer trainings
  - Ensure adherence to and the development of best-practice internal policies in managing volunteers and serving families.
- Manage DC127's foster care program (15%)
  - Lead continued efforts to build and grow DC127's foster care support program
  - Conduct foster care info sessions, connecting potential foster parents to CFSA for licensing and supporting foster parents through the licensing process
  - Plan and execute DC127's Preparing to Foster and Fostering Community trainings
  - Connect foster and adoptive parents to the larger DC127 support network, and be a point person for further questions, concerns, and additional support
- Manage DC127's program data and evaluation effort to ensure benchmarks are met and reported (15%)
  - Create progress reports for the Executive Director, donors, and partners
  - Manage DC127's client and volunteer database to track outputs and progress
- Contribute to overall organizational success by assisting with: (10%)
  - Collaborate with the Executive Director on strategic planning and organizational and programmatic development
  - Assist with development and management of organizational communications
  - Assist with network-wide events and fundraising

### **Qualifications:**

- Strong commitment to Christ and dedication to maintaining DC127's network reliance on Christ
- Advanced degree in social work, with 2-3 years of direct service experience
- Strong commitment to the stability of families
- Knowledge of child welfare systems, DC-specific knowledge a plus
- Strong written and analytical skills
- Ability to organize, inspire, and encourage others
- Strong independent problem solving skills
- Experience with public speaking
- Experience with organizing and evaluating data
- Enjoys working as a team player and collaborator
- Willingness to work occasional nights and weekends
- Management experience a plus
- Employment contingent on successful completion of background checks

**If interested, please submit a resume and cover letter to [info@dc127.org](mailto:info@dc127.org). Interviews will begin September 4<sup>th</sup>.**

**If you were referred to this position by someone else, you can list their name in your introductory email.**