



Job Title: Family Strengthening Program Manager - Education
Reports To: Education Director
Classification: Exempt, Full-Time Employee– **Spanish required.**
Schedule: Monday through Friday (8 a.m. to 5 p.m.)
Some weekends and evenings will be required.

Summary

The Program Manager oversees the Family Strengthening Program (FSP) and directs the planning, budgeting, coordination, monitoring, and evaluation of all program services and activities. The position has eight to 12 direct reports. The Program Manager is also responsible for hiring, coaching, developing, and evaluating staff.

The Program Manager is responsible for ensuring the program complies with policy and service standards, monitoring the program/contract, and evaluating the delivery of services. The position requires frequent contact with other program administrators, managers, specialists, and representatives of contracted agencies and any other partner agency to coordinate program goals and priorities, resolve funding and programmatic issues, and ensure delivery of high-quality education and prevention services. The position requires experience in managing large programs as well as management experience and knowledge of the grant writing process, data analysis, budget formulation and management, strategic planning, and needs assessment formulation.

Essential Duties:

1. Manages daily operations of the Family Strengthening program.
2. Develop strong working relationships through regular communication with funders and key stakeholders.
3. Responsible for developing partnerships with other community-based organizations and internal HUF departments to attain program goals and objectives.
4. Responsible for working with the FSP recruitment team to recruit new clients/families per quarter.
5. Ensures the timely submission and accuracy of monthly, quarterly, and annual internal and external program reports.
6. Review and approve invoices generated and submitted to funders according to established guidelines.
7. Communicates with clients and other stakeholders to gain community support for the program and solicit input to improve it.
8. Develop a program evaluation framework (process and outcome evaluation) to assess the program's strengths and identify areas for improvement. Reports evaluation findings to the Director of Education and recommends changes to enhance the program, as appropriate.
9. Develop an annual budget and operating plan to support each program and ensure that the program operates within the approved budget.
10. Plans and collaborates effectively with staff members to ensure the execution of contract requirements, achievement of program outcomes, and completion of units of service.
11. Assists in the planning and reviewing of program proposals submitted by the Agency.

12. Accomplishes human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and implementing corrective plans for employees when job performance is below an acceptable level; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures.
13. Performs other duties as requested.

Qualifications

Bachelor's degree minimum in Social Work, Education and/or Human Services (Master's degree preferred). Also, a minimum of 3-5 years of related experience is preferred. The ideal candidate is skilled in managing social services and funding streams and has strong written and verbal communication skills.

Knowledge, skills, and abilities

- Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the organization's goals.
- Communicate Effectively: Speak, listen, and write clearly, thoroughly, and timely using appropriate and effective communication tools and techniques.
- Creativity/Innovation: Develop new and unique ways to improve the organization's operations and create new opportunities.
- Focus on Client Needs: Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.
- Plan: Determine strategies to move the organization forward, set goals, create, and implement actions plans, and evaluate the process and results.
- Word processing, Simple accounting, Databases, Spreadsheets, E-mail, and Internet
- Valid Driver's License, insurance, and reliable transportation is required.

I have read my job description and understand my responsibilities.

Employees Signature _____ Date: _____

Supervisor's Signature _____ Date: _____

Title: _____

*"This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice".
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