

## **South Carolina Center for Fathers and Families Program Manager**

### **Summary:**

The SC Center for Fathers and Families is the umbrella organization for six fatherhood programs across South Carolina. These fatherhood programs are responsible for delivering holistic, community-based services to support low-income, non-custodial parents (primarily fathers) in their quest to strengthen their financial and emotional relationships with their children. The Center provides program and grant oversight for all the programs, monitors and supports program performance and achievement of goals, supports statewide coordination of service delivery, and provides capacity building and technical assistance. In addition, the Center helps to serve as a collective voice and advocate promoting the value and importance of fatherhood and its positive impact on the well-being of children.

This position will report to the Senior Program Manager and will have project oversight for a number of Center and local fatherhood program projects, support the overall program performance, assist in providing technical assistance regarding organizational and program development, and support father-friendly training with community and state partners.

### **Duties and Responsibilities:**

- Support program growth and expansion activities as well as partnership development as directed
- Provide oversight for selected projects with local fatherhood programs
- Coordinate with Director of Finance on project budgets
- Organize capacity-building workshops for fatherhood program staff and quarterly executive director's meetings
- Coordinate program technical assistance
- Provide oversight for implementation for fatherhood program operations plans; coordinate with data evaluation on monitoring program performance
- Identify programming or personnel issues and bring to attention of the Senior Program Manager
- Assist in providing father-friendly training to external audiences, public presentations and conference workshops
- Assist in coordinating and planning Center's special events

### **Abilities:**

- Function well as part of a team
- Strong communication skills and ability to listen effectively to program staff and participant concerns
- Ability to inspire and motivate program staff and assist in problem-solving
- Excellent presentation skills
- Strong organizational and administrative skills
- Flexibility and creativity and ability to work in a multiple-task environment
- Good judgement and decision making and analytical skills
- Demonstrated ability to work effectively with culturally diverse staff and populations

- Familiar with the broad range of social, academic, supportive, and business services available to participants and other appropriate services.
- Timeliness; meets deadlines; works well under pressure
- Accuracy and attention to detail
- Experience in working with web-based data management systems

**General Requirements:**

- Commitment to the mission of the Sisters of Charity of St. Augustine and the SC Center for Fathers and Families
- Some travel
- Flexible hours – some evenings and weekends

**Qualifications:**

- Education: Bachelor's Degree in business, education, human services or related field
- Experience: Two to three years in project planning and management, nonprofit programming. Professional work experience in counseling, case management, job development, leadership and partnership development and preferably a proven track record of working with diverse ethnic and socio-economic backgrounds

**Salary:**

Commensurate with experience

This is a grant-funded position.

Submit cover letter and resume to Kiki Ealey, director of organizational development and operations at [kealey@scfathersandfamilies.com](mailto:kealey@scfathersandfamilies.com).