



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

### **Summary:**

The SC Center for Fathers and Families is the umbrella organization for six fatherhood organizations across South Carolina. These fatherhood organizations are responsible for programmatic implementation that deliver holistic, community-based services to support men and fathers in their quest to strengthen their relational, emotional, economic and over all well-being in order to increase the quality of life for their children and families. The Center provides program, systematic and grant oversight for all the fatherhood programs, monitors and supports program performance to achieve 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 to promote the value and importance of fatherhood and its positive impact on the wellbeing of children.

The Program Manager position will have project oversight and responsible for championing ways to develop and improve the project. The position will serve as the project leader with the Center team, external leadership team within state agencies, and with the local fatherhood organizations, state and community partners and serve as the liaison with the federal funding agency. This position will report to the Senior Program Manager.

### **Duties and Responsibilities**

The Program Manager performs a wide range of duties including some or all of the following:

#### ***Plan the project***

- Assist in defining the scope and execution of the project in collaboration with senior leadership.
- Assist in determining the resources (time, money, equipment, etc.) required to complete the project.
- Develop a schedule for project completion that effectively allocates the resources to the activities.
- Review the project schedule with senior leadership and all other staff that will be affected by the project activities; revise as required.

#### ***Execute the project***

- Provide coordination and facilitation for the Project Leadership Team
- Execute the project according to the project plan.
- Develop forms and records to document project activities.
- Set up files to ensure that all project information is appropriately documented and secured.
- Establish a communication schedule to update stakeholders including appropriate staff in the organization on the progress of the project.
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets project standards.

#### ***Monitor the project***

- Monitor the progress of the project and adjust as necessary to ensure the successful completion of the project.
- Write reports on the project for management and funder.
- Monitor budgeted project expenditures.

- Ensure that the project deliverables are on time, within budget and at the required level of quality.
- Evaluate the outcomes of the project as established during the planning phase.

**Personal characteristics:**

The Project Manger should demonstrate competence in some or all the following:

- **Behave Ethically:** Understand ethical behavior and business practices and ensure that behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the project and to create new opportunities.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance project effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the project.
- **Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the project.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
- **Plan:** Determine strategies to move the project forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

**Position Requirements & Qualifications:**

- **Education:** Minimum Bachelor's Degree in, education, human services or related field. Four-year college degree with course work in counseling, social work or business preferred.
- **Experience:** Two to three years in project planning and management, nonprofit programming. Professional work experience in case management, leadership and partnership development and preferably a proven track record of working with diverse ethnic and socio-economic backgrounds.
- **Computer skills** (e.g., Microsoft Office).
- **Flexible hours-**Travel some evenings and weekends required.
- **Commitment to the mission of the Sisters of Charity of St. Augustine and the SC Center for Fathers and Families.**

This is a Full-time, grant funded position.