



**Director of Operations and Planning
Job Announcement**

Department	Operations	Full Range	\$85,000 - \$110,000
Supervisor	Executive Director	Status	Regular, Full-time, Exempt
Date	March 4, 2024	Location	Virtual

Recruitment is underway for a new position created by the Children's Trust Fund Alliance. Please submit your resume and a cover letter describing your interest in this position, two writing samples and why you should be selected. Please email all materials to Teresa Rafael, executive director, at teresa.rafael@ctfalliance.org.

ABOUT THE CHILDREN'S TRUST FUND ALLIANCE

The Children's Trust Fund Alliance is a dynamic not-for-profit organization established in 1989. It is the only national organization that provides support to state children's trust and prevention funds. The Alliance initiates and engages in national efforts that help strengthen families and communities to prevent child abuse and neglect. We work with our national network of state children's trust funds to promote a system of services, laws, practices and attitudes that support families by enabling them to provide their children with safe, healthy and nurturing childhoods. The Alliance is a national leader in building and sustaining partnerships with parents to help ensure their voices and perspectives are heard in shaping policies and practices that affect children and families throughout the country. We host multiple national parent networks as well as a network of 2000+ Certified Trainers using our highly regarded curriculum in multiple settings to support families in building protective factors. The Alliance is a strengths-based organization with a highly skilled team of staff and contractors.

POSITION SUMMARY

This position is responsible for the management of day-to-day operations, strategic planning oversight, and results management in alignment with the Alliance's mission and serves as part of the Leadership Team with other national directors whose responsibilities cross all Alliance departments while demonstrating awareness and commitment to the Alliance's mission, beliefs, standards, principles and programs. Manages systems and non-fiscal operations of the Alliance, representing the Alliance's mission, principles, and work, as assigned and requested, by participating in meetings, public presentations, and the preparation of written materials. Sensitivity to and respect for differences in personal, professional, and business relationships on behalf of the Alliance is crucial while seeking to use Alliance resources equitably with regard to race, ethnicity and gender, sexual orientation/gender identity, disabilities, and any other protected criteria).

GENERAL DUTIES

Operations: (70%)

- Work with team members to develop, submit, manage and implement government and foundation grant and contract proposals and budgets
- Ensure funding deliverables are met and manage contract reporting, including analyzing and producing data reports
- Maintain all business registrations in up to twenty or more states
- Negotiate and monitor contracts with hotels and venues used by the Alliance
- Manage consultant and vendor contracts including insurance, website management, IT, printing, etc.
- Ensure adherence to organization policies and procedures related to human resources and operations
- Manage background checks as needed
- Support the Executive Director related to the board of directors and board committee needs
- Manage Google and Sharefile file storage system, website, social media and other Alliance tools
- Ensure the Member Management System is working effectively; gather and analyze MMS data
- Manage the Alliance's Customer Management System
- Demonstrate proficiency in quickly acquiring and adapting to new computer programs and software applications.
- Lead and manage the Alliance annual membership meeting
- Serve as a resource to other Alliance team members
- Serve as a liaison between the Alliance and legal counsel and other expert advisors
- Provide oversight to multiple contractors, including the graphic artist and web designer

Planning: (30%)

- Work with the Leadership Team and Board of Directors to update the Alliance strategic plan
- Analyze and produce data reports related to progress on strategic plan goals and outcomes
- Assist the Executive Director to develop and carry out team professional development plans
- Assist the Executive Director to plan and carry out board of director's meetings and retreats
- Identify lessons learned from strategic planning that leads to continuous quality improvement and the development of new tools, resources and approaches
- Be a thought partner with the Leadership Team on organizational development
- Work with Alliance teams to develop, carry out and track detailed workplans

REQUIREMENTS

- Minimum of five years' experience in a senior position in a nonprofit organization with a \$2 million plus budget. National experience is preferred.

- Commitment to the mission and purpose of the Children’s Trust Fund Alliance including the Alliance’s [Theory of Change](#) and [Commitment to Act Against Systemic Racism \(ctfalliance.org\)](#)
- Ability to represent the Alliance in a professional manner with members, parent partners, government officials, funders, vendors, partners, and the public
- Ability to build respectful and productive relationships with parent partners of the organization
- Ability to build strong working relationships and work with a diverse internal team of staff and contractors using a strengths-based approach
- High-level proficiency in Microsoft Office Suite and Google Workspace
- Ability to manage multiple projects simultaneously
- Experience successfully managing government and foundation contracts and grants
- Experience successfully ensuring adherence to human resource policies and practices
- Experience successfully planning and managing large meetings and conferences
- Ability to communicate clearly and effectively in writing and verbally
- Demonstrated ability to contribute to an environment that celebrates diversity and difference, especially related to socioeconomic status, sexual orientation, gender identity, race and ethnicity.
- Ability to articulate and abide by the Alliance’s philosophy and policies in providing service to our trust fund members, funders, parent partners, collaborating organizations and others while functioning as a member of staff and in representing the agency.
- Ability to be flexible and supportive, with demonstrated ability to work effectively under sometimes stressful conditions as a member of a diverse team.
- Commitment to equity, diversity, and inclusion, including working on one’s own internal biases and cultural humility.
- Master’s degree in a related field is preferred.

DESIRABLE SKILLS

- Understanding of and commitment to the Strengthening Families Protective Factors approach is a plus
- Understanding of our field of work is a plus
- Proficiency in Sharefile, Amazon Business, Wordpress, SurveyMonkey, Redbooth (or other project management software) is a plus
- Experience managing a CMS (customer management system) or customer database is a plus
- Experience providing technical assistance, training and/or consulting is a plus

ESSENTIAL PHYSICAL SKILLS

- Physical components include frequent keyboarding, accessing computer screens, accessing communication tools for meetings or coordination with other people. Ability to travel to the Alliance’s annual meetings in diverse locations throughout the country.

ENVIRONMENTAL AND CULTURAL CONDITIONS

- Candidates for employment should be aware that the Alliance is a virtual organization with meetings and communication conducted virtually using zoom and other online tools.
- As a national organization with staff, contractors and board members in multiple time zones, work hours may need to vary based on the needs of the organization.
- Must have a home office environment that supports full-time virtual work.

PHYSICAL DEMANDS/WORKPLACE ENVIRONMENT

This work is performed in a virtual home office setting with periodic overnight travel required with the use of telephone, computer with Microsoft Office applications, and copiers.

DISCLAIMER

This job description is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All Alliance employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.

BENEFITS

The Children's Trust Fund Alliance is offering a competitive salary range with the following benefits:

- A retirement contribution from the Alliance in an amount equal to 8.5% of salary
- A benefit package of \$1500 per month that can be added to salary or to the retirement contribution, based on employee preference.
- PTO is granted as needed and in compliance with applicable laws

COMMITMENT TO EQUITY

We value diversity — in backgrounds and in experiences. Our work affects families throughout the country, and we need people with high levels of technical expertise and from all backgrounds and swaths of life. The Alliance is a strengths-based organization, and our team supports each other in achieving excellence. We are deliberate and self-reflective about the culture that we are building, seeking staff that are not only strong in their own aptitudes but care deeply about supporting each other's growth. In all our work we seek to partner with parents who have overcome challenges in raising their children so we can benefit from their expertise gained from life experience. The person taking this position will help demonstrate the Alliance's commitment to this partnership and to contributing our expertise throughout the country.

TO APPLY

Please submit your resume, a cover letter sharing your reasons for applying to this position and why you are a strong candidate for the position, along with two writing samples. Please send all materials to *Teresa Rafael, Executive Director, at teresa.rafael@ctfalliance.org.*