

## OUR EXCITING OPPORTUNITY

Community Action Partnership of Orange County (CAP OC) has an exciting opportunity for

### ***Director of Youth and Family Programs***

The Director of Youth and Family Programs is a key member of the Senior Leadership Team and is responsible for five critical areas of community programs for the agency—(a) the development and implementation of youth and family programs, including economic empowerment and workforce development, that advance the Strategic Plan, (b) partnership with the Philanthropy Department to assist in the funding of these programs, (c) ensuring program goals and outcomes are determined and tracked within the Apricot360 Client Management System and (d) the management oversight of CAP OC’s three Family Resource Centers and properties. The Director of Youth and Family Programs will report directly to the Chief Operating Officer and partner with other agency Directors. This position ensures potential participants go through *no wrong door* and the agency utilizes the *Whole Family Approach* in CAP OC’s anti-poverty work with a focus on its DEI initiatives.

### WHAT YOU WILL ACCOMPLISH IN THIS ROLE

Under general direction of the COO and with input from the President and CEO, the Director of Youth and Family Programs oversees CAP OC programs *outside* of Energy, Environmental Services, Food Bank and Diaper Bank. Performs diversified management activities and supervises support staff. Must have thorough knowledge of program development, community needs, assessment, contract development, contract compliance, and monitoring.

This position will work an office/remote hybrid schedule as determined by the Chief Operating Officer.

The annual salary range for this exempt position is \$124,800.00 to \$130,000.00.

### ROLES AND RESPONSIBILITIES

- Designs and implements CAP OC programs that support the Strategic Plan through ground-up development and/or adaptation of external grant and foundation opportunities.
- Manages case management and program delivery staff.
- Ensures programs and services embody CAP OC’s DEI initiatives.
- Ensures all programs and services are tracked and reported on in a timely manner through CAP OC’s internal client management system—Apricot360.
- Partners with the Philanthropy Department as requested to make donor presentations.
- Responsible for the creation of the annual Youth and Family Programs budget and adhering to monthly budget allocations.
- Responsible for the outcomes, both in participant change and funding spend-outs, of all Youth and Family Program related grants; internally tracks grant spending and reconciles monthly with the Finance Department to ensure correct allocations and full grant compliance.

- Participates in community-based collaboratives and external networks that enhance CAP OC programs or provide services that CAP OC does not have internally to ensure the immediate needs and long-term goals of individuals and families are met.
- Makes presentations and/or represents CAP OC before a variety of current and potential donors, boards, commissions, and community groups.
- Ensures each program has clear intake eligibility; runs reports are necessary or requested by the CAP OC Executive Council.
- Develop strategic long and short-range goals to expand and develop programs; determines if current grants fulfill strategic needs.
- Utilizes statistical formulas for the analysis of demographic and other data applicable for program use; analyzes the validity and comparability of data from several sources in assessing needs of client groups and community.
- Actively participates in weekly Director meetings, assigned Board Committee meetings and Board of Directors meetings by providing data to demonstrate program effectiveness.

### **MANAGEMENT ACTIVITIES**

- Oversee the recruitment, selection, onboarding, training, supervision and evaluation of assigned staff.
- Prepare yearly goals and action plans for individual staff to accomplish the scope of work required within timeframe, and funding amount, to achieve personal, departmental and CAP OC strategic plan goals.
- Retains and grows staff to maintain a solid performance basis of mission-committed individuals working towards the achievement of the Strategic Plan.
- Evaluate, prepare, and conduct performance reviews on assigned staff by utilizing EPIC values.
- Ensure assigned staff is following all CAP OC policies, procedures, and guidelines, especially all safety standards and procedures.
- Handle discipline of assigned staff with support from Human Resources and COO.
- Conduct management duties assigned in the Paycom system.
- Other duties as assigned.

### **IDEAL CANDIDATE MUST BE**

- A skilled executive leader at program creation, development, and implementation as well as program outcome tracking.
- A strategic thinker.
- Effective at directing and evaluating the work of professional, technical, and clerical staff.
- A strong communicator who is effective with all levels of staff, Board members, community partners, donors, and politicians.
- Excellent at program-related financial planning, budgeting, and oversight.
- Ability to create and manage monthly and annual budgets, including grant compliance; ability to work collaboratively with the Finance Department to balance budgets.
- A champion for CAP OC's Mission as Orange County's leading anti-poverty organization.
- Able to provide documentation on a monthly basis on program results.
- Able to embody and demonstrate the Agency's values of Excellence, Proactiveness, Innovation and Collaboration.

- Excellent at establishing effective relationships with public officials, private industry, community groups, legislative, advisory boards, co-workers, and volunteers.
- Able to write program descriptions, reports, and business correspondence, etc.
- Able to conform to policies, procedures and systems of the Agency and funding sources.
- Excellent at analyzing data, drawing sound conclusions, and making appropriate recommendations based on data gathered.

### **EDUCATION AND EXPERIENCE**

Considerable education and/or relevant experience which would have applied or developed the required knowledge and abilities listed as minimum qualifications.

### **TRAVEL**

Possess a valid California Driver's License with a driving record that meets minimum standards established by CAP OC insurance carrier, proof of vehicle insurance, access to a vehicle and willingness to drive/travel when required.

Travel is required throughout Orange County, including CAP OC FRCs and offices, and to other areas as needed, during the business day using the incumbent's personal vehicle. Possible travel during evening hours, out-of-the-area and/or out of state, and overnight travel may be required.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to bend, stoop, reach, pull, push, stand, kneel, sit, twist, turn, walk, bend at the waist, talk and hear, vision abilities include close vision, distance vision, color vision, ability to adjust focus, prolong manual dexterity of wrist and fingers, prolong computer work, and prolong sitting and/or standing. The employee must regularly lift and/or move objects up to twenty-five (25) pounds. Employee may be called upon to work outdoors in varying temperatures and weather conditions.

### **HOW TO APPLY**

Please Apply at Community Action Partnership of Orange County's website at [www.capoc.org](http://www.capoc.org).

### **MEDICAL EXAMINATION AND BACKGROUND CHECK**

A medical examination is required of each new employee whose physical condition must meet the minimum requirements prescribed for the position. In addition, prospective employees must pass a pre-employment physical, drug screen, Live Scan, and background check. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



### THE PROMISE OF COMMUNITY ACTION

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

