



Position Description
Director of Youth and Family Programs

Sterling Search Inc. has been exclusively retained to recruit the **Director of Youth and Family Programs (DYFP)** for **Community Action Partnership of Orange County (CAP OC)**.

About CAP OC

Community Action Partnership of Orange County is

EPIC

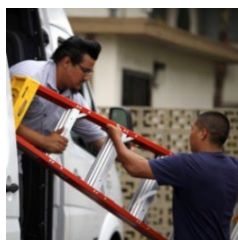
We live our values of

Excellence, Proactiveness, Innovation, and Collaboration with more than 135 employees and a budget of over \$36 million to help people and change lives.



Community Partnership & Services

Implementing programs and services in nutrition education, physical activity promotion, policy, systems, and environmental change, advocacy, community building and sustainability efforts, and training.



Energy & Environmental Services

Utility assistance programs helps low-income clients who need assistance paying their utilities, receive discounts, receive assistance during crisis and learn through consumer education how to conserve energy and reduce their energy burdens that results in savings.



Orange County Food Bank

Make a positive impact in people's lives by helping them meet basic needs and strengthen their support system. The OC Food Bank works with nearly 400 local charities, soup kitchens, and community organizations to end hunger and malnutrition.

Born out of the War on Poverty more than 58 years ago, Community Action Partnership Orange County (CAP OC) is a trusted resource for Orange County community members who face obstacles such as food insecurity, unemployment, economic turmoil, and more. We walk alongside the people we serve, and we act to meet immediate needs without delay. Our programs help empower people to improve their lives and their communities. We see poverty as an unacceptable reality for our neighbors and rally with key partners to help facilitate change.

Our mission is to end and prevent poverty by stabilizing, sustaining and empowering people with the resources they need when they need them. By forging strategic partnerships, we form a powerful force to improve our community. In January 2018, CAP OC hired President & Chief Executive Officer, Gregory C. Scott to lead CAP OC in their mission to continue to alleviate poverty in Orange County through bold leadership, innovative programming, strategic partnerships, and the creation of an **EPIC** culture.

As part of the bold leadership initiative, Scott has launched the **EPIC** culture which supports and embodies the **EPIC** values:

- Going above and beyond in every interaction and activity we undertake. We strive for **EXCELLENCE** in service, keeping a pulse on the most up-to-date innovations within our industry. Together we continually assess and improve the way we work and enhance the strategies we utilize to meet the needs of our community.
- Reaching our goals by working collaboratively with each other and our community. We are working to do the things that have not been done: empowering families and individuals to create and sustain financial independence, breaking the cycle of poverty, creating financial equity, combating food insecurity, and establishing energy and healthy living conditions for all through social innovation. All of this takes **PROACTIVENESS**, and an intrinsic motivation which drives us to go above and beyond to create a system of change and cutting-edge programs. We have the will and the energy and won't stop until the needs of our underserved community no longer exist.
- We are a team of high **INNOVATION**. We value the work we do, the people we serve, and we treat each other with respect and kindness. We also have an environment of engaging in social economic justice by sharing our ideas, and we are not afraid to try new things that increase our educational capacity. We think outside of the box, and challenge prevailing assumptions about issues of poverty.
- Reaching our goals by working in partnership with each other and our community. The work we do is deeply rooted in the **COLLABORATION** we have with our community and its citizens. We care about the legacy of community action partnership and go above and beyond to ensure we support each other in bringing forth the services and resources that will positively change generations forever.

OUR EXCITING OPPORTUNITY

We are seeking a **Director of Youth and Family Programs (DYFP)** who is excited by the prospect of leading innovative and transformational best practice program growth that directly correlates with the strategic plan and addresses the pressing challenges of the County. With supervision of 7 direct reports, oversight of up to 30 staff and a budget of \$3.7M, the Director must have a strong background in leadership, advocacy and community relations while also possessing the strategic prowess for complex social service program design and growth.

Additionally, they will have a visible external role serving as the organizational representative on commissions and coalitions. A commitment to equity, diversity and inclusion is required.

This position reports to Bill Bailor, Chief Operating Officer, who serves as the operations, strategy and program leader of the entirety of CAP OC. Bill has been with CAP OC for just over 3 years and, in collaboration with the CEO, has helped define the organization of the future, creating a nimble and effective infrastructure for the most effective way to alleviate poverty in Orange County. The organization is in year 2 of a 5-year strategic plan and it is anticipated that the successful candidate will continue to streamline and elevate internal efforts with measurable actions to data driven outcomes resulting in mission centric programmatic standardization across all of their locations.

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 four 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 newly integrated 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.

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; determine 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 follow 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.

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.

The annual salary range for this exempt position is \$124,800.00 to \$130,000.00 plus a competitive benefits package will be offered to attract an outstanding candidate.

Please send resumes to:
Sterling Search, Inc.



sarah@sterlingsearchinc.com or Julie@sterlingsearchinc.com

Call/Text: 949 903 2891 or 310 909 4897

Direct all correspondence, emails and telephone calls to Sterling Search, Inc.
Any resumes sent or telephone calls made to CAP OC will be redirected to Sterling Search, Inc.

CAP OC is an Equal Opportunity Employer