



Community Action Partnership Position Description

Senior Associate, Whole Family Approach Initiatives

SUMMARY

Under the immediate supervision of the Director for Practice Transformation, the Senior Associate of Whole Family Approach Initiatives is responsible for oversight of whole family approach training and technical assistance efforts and grant management. The scope and depth of this project requires a dedicated senior associate with demonstrated leadership experience who will be responsible for the management of the day-to-day activities of various Whole Family Approach engagements. Specific responsibilities include project promotion and partnership development, fiscal and program reporting, training, and collaborative planning with Community Action agencies and associations to meet their needs. Salary \$65-75K.

TO APPLY: Send cover letter and resume to jobs@communityactionpartnership.com

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS

- Develop, deploy, and facilitate national Learning Community cohorts in the Community Action Network focused on identifying effective practice models to address poverty for the whole family and other customer-centered innovative models.
- Work to enhance the Community Action Partnership's online resource tools (Partnership Web site and Community Action Academy)
- Provide training and technical assistance on whole family approach concepts.
- Coordinate a cadre of national Community Action Peer Experts who will support training and technical assistance efforts.
- Promote and communicate training and technical assistance opportunities for Community Action Agencies (CAAs) via email, social media, E-News, and other channels.
- Disseminate project information directly to CAAs, national partners, Regional Performance and Innovation Consortia (RPICs), state Community Action associations and State CSBG Lead Agencies.
- Respond to CAA, Association, and State CSBG Lead Agency training and technical assistance requests.
- Support and collaborate closely with Director of Practice Transformation and with Partnership colleagues on potential program development or policy advocacy for CAAs
- Communicate and participate in meetings with funders on national whole family approach priorities and activities.
- Contribute to organization fee-for-service efforts

Operations and Grant Management

- Oversee the development and implementation of toolkits, publications, and training offerings.
- Lead research, curation and dissemination efforts to support the initiative
- Monitor progress on contract/grant deliverables.
- Compile and file grant documents, including progress reports, grant continuation forms, budgets/programs
- Monitor fiscal expenditures of grant activities.
- Direct staff day-to-day work activities.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

May at times supervise staff.

QUALIFICATIONS

- Minimum of 5 years of demonstrated experience in leading human service programs or agency; nonprofit management and governance; project and grants management/reporting; and coalition work.
- Minimum four-year Bachelor of Arts or Sciences degree in business, public administration, social work, or a related field of study. *Master's degree strongly preferred.*
- Experience in project leadership and administration.
- Expertise in following areas will be strongly preferred: adult learning and development, two-generation and whole family approach, organizational development and change dynamics, racial equity, community assessment, strategic planning, and evaluation.
- Knowledge and experience with the principles of risk management, quality improvement, and program management; nonprofit management, and governance issues.

Other Desired Qualifications

- Demonstrated experience/expertise in:
 - Federal and state regulations governing grants administration and fund accounting Results-oriented management and accountability (ROMA) or comparable system
 - Project planning, budgeting, and management/administration.
 - Coalition or Learning Community/Cohort management/staffing
 - Community Action
- Ability to interpret, explain and apply applicable laws, rules, and regulations.
- Ability to build and grow mutually beneficial business relationships across industries and geographies.
- Excellent oral, written, and group communication skills.
- Excellent interpersonal skills and high ethical standards.
- Sensitivity to diverse cultures, races, and low-income family situations.
- Ability to think creatively and be a key contributor to Partnership goals.
- CCAP (Certified Community Action Professional).
- ROMA certification

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- The noise level in the regular work environment is usually moderate.
- The ability to travel for activities such as meetings, classes, and workshops in and out of the area.
- Must be able to travel by air to attend training, conferences, project sites, and related activities.
- Regular overnight, out of state travel is required approximately 20% of the time.