Alabama Network of Family Resource Centers
Job Announcement and Job Description
Executive Director

The Alabama Network of Family Resource Centers (ANFRC) is seeking an executive director with strong leadership qualities, and the knowledge and interest to move ANFRC forward with integrity and enthusiasm. The ideal candidate will have a passion for improving the lives of Alabamians most in need and value the role of community-based service organizations.

The Organization

The Mission of the Alabama Network of Family Resource Centers is to support the development, growth and continuation of Family Resource Centers by providing technical assistance, training, advocacy, resources and networking opportunities.

The Alabama Network of Family Resource Centers (ANFRC and the Network) is a nonprofit with 501(c) 3 status with members that follow the FRC model and meet ANFRC standards. It is governed by an eight-member board of directors. The Executive Directors of each Family Resource Center member of the Network serve on an Advisory Committee and work closely with the Executive Director and the Board.

ANFRC is a statewide member organization that coordinates the alliance between all member FRCs in the state, represents its members with state department partners, manages all aspects of the Network's membership process, and provides training to strengthen the capacity of its members. The Alabama Network and its members are committed to quality standards, on-going accountability, preventive and strength-based family services.

The Executive Director supervises a full time AmeriCorps Director and is supported by a half-time staff person.

Job Description

The Executive Director will report to the President and the Board of Directors and will have a wide range of responsibilities including:

Administrative – Responsible for the day-to-day management, implementation, and efficiency of overall operations; ensure compliance with all policies and procedures; ensure compliance with all reporting and regulatory requirements; oversee programs, services, and activities to ensure that program objectives are met; responsible for the execution and compliance of contracts.
Personnel – Responsible for the hiring, training, supervision, evaluation and, when necessary, the discharging of all staff; follow sound personnel policies and practices; and maintain competitive compensation.

Board of Directors – Develop and maintain strong working relationship with the Board. Work directly with the board President and the board in setting priorities and advancing its mission; serve as an ad hoc member of all board committees to ensure effective strategic work in each of their areas; assist the board in the recruitment of new board members; assist the President with the development of board meeting agendas; provide board member orientation and training; assure appropriate nonprofit board policies are presented for consideration by the board.

Advisory Committee – Develops and maintains strong working relationships with ANFRC agency Directors, who serve as the Advisory Committee for ANFRC. Work with the Advisory Committee to schedule regular meetings, provide meaningful training for agency staff, seek partnerships on behalf of multiple agencies, and keep agencies aware of relevant programmatic and advocacy information.

Partners – Develops and maintains strong working relationships with state level partners, including but not limited to the Department of Human Resources, Department of Child Abuse and Neglect Prevention, Department of Education, Department of Early Childhood Education and Development, and Department of Economic Affairs. Serve on statewide committees, as needed, to inform the work of systems impacting children and families and serve as a liaison between state level work and ANFRC members. Serve as Liaison for ANFRC to the National Family Support Network and other national organizations as needed to strengthen the work of ANFRC and its members.

Programs – Responsible for development and implementation of all training, particularly Strengthening Families; serve on statewide committees, as needed, to inform the work of systems impacting children and families; serve as a liaison between state level work and ANFRC members. Supervise ANFRC AmeriCorps Director and support all AmeriCorps functions.

Membership Development – Recruit and support agencies seeking membership in ANFRC with the goal of growing the presence of the FRC model throughout the state; Manage and coordinate the Standards Review Process for current and potential members.

Financial Management – In compliance with generally accepted accounting principles, be responsible for the overall financial management of ANFRC, including work with the board treasure; regularly provide financial reports to the board of directors; work with the board in the formulation of annual budgets; assure adherence to the approved budget; and ensure fiscal accountability of programs and services. Prepares, revises and manages the budget and long-range financial planning.

Resource Development – Work with the board, to ensure funding through grants (including federal grants), contracts and earned income. Work with board and staff in formulating and implementing all fund development activities and materials to secure operating revenue and long-term financial stability; oversee the planning of fundraising activities; provide support for fundraising activities, including the active, personal solicitation of funds from donors and their recognition; development, coordination and
implementation of training for and with collaborative partners as an earned income stream.

**Public Relations** – Serve as the primary spokesperson for ANFRC; represent ANFRC to FRC members, state and national partners; and participate in various collaborative efforts to further the mission of the Network. Expand awareness of the FRC model, its members and the Network, and the success of FRCs in working at the community level with families and children.

**Knowledge, Skills and Abilities**

While no one candidate may fulfill all of the following skills, the list does describe the ideal candidate:

- Effective written and verbal communication skills.
- Effective public speaker and trainer.
- Ability to ensure a strong, varied social media presence.
- Proven fundraising ability including successful grant-writing experience, federal grant administration experience preferred.
- Experience in financial management, including budget development.
- Ability to manage finances in QuickBooks with the support of staff.
- Ability to work with a strong and diverse board of directors.
- A track record of working with coalitions and collaborative relationships with diverse groups.
- Working relationship with state department leadership and/or capacity to build strong relationships with leaders at this level.
- A visionary, innovative, entrepreneurial, and bold leader.
- Skills that demonstrate leadership through capacity building, encouragement, collegiality, transparency, and empowerment.
- Knowledge of and passion for community service.

**Qualifications/Requirements**

- Master's degree required preferably in social work, counseling, human development or education.
- Minimum of two years related management experience.
- A valid driver’s license and personal transportation (mileage reimbursed).
- Travel, local and out of state, including overnight stay, as necessary.
- Ability to work at ANFRC office located in Montgomery OR Ability to frequently attend meetings in Montgomery.

**Compensation**

Competitive compensation, based upon experience.

**To Apply**

Send resume, cover letter and three letters of recommendation to anfrcsearchcommittee@gmail.com by **May 1, 2020**.
Phone and video interviews, May and June, 2020.
Anticipated Start Date, July 15, 2020