

JOB DESCRIPTION: EXECUTIVE DIRECTOR OF FOSTER CARE

Department:	Programs
Reports To:	Vice President of Programs
Recruited By:	Vice President of Programs
Approved By:	Vice President of Programs
Status:	Full Time
Classification:	Exempt

JOB SUMMARY

The Executive Director of Foster Care is responsible for strategic and operational leadership of the Foster Care program including the Emergency Shelters to ensure high-quality delivery of services, program growth, and the successful planning, execution, and achievement of goals and program objectives. Other key responsibilities include securing necessary funding streams needs or other financial resources for expansion and sustainability, oversight of its budget and personnel. The Executive Director of Foster Care program will devise strategic plans in collaboration with key Executive Staff and will ensure all program policies, procedures and guidelines are adhered to and implemented consistently among Foster Care programs as appropriate.

ESSENTIAL DUTIES AND FUNCTIONS

- Cultivate, establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance the goals of the Foster Care program
- Identify and cultivate alliances to secure financial and non-financial resources to expand and sustain the Foster Care program and Emergency Shelters, e.g., obtain and manage contracts for services, compliance with contract deliverables
- Provide fiscal management of Foster Care program including budget preparation, decision making and reporting
- Work closely with government agencies, churches and other private organizations to enhance the Foster Care program to further its mission and goals
- Implement strategic goals specific to the Foster Care program and lead and motivate staff towards achievement of agency and program goals, e.g., expansion efforts, etc.
- Oversee and implement appropriate resources to ensure the operation management of the Foster Care program and Emergency Shelters are appropriate and successful, e.g. effective supervision of key staff, hiring and retention of competent qualified staff, etc.
- Ensure all program policies, procedures and guidelines are adhered to and implemented consistently among all locations of services
- Provide ongoing program assessment and evaluation of best practices and implement appropriate programmatic changes based on current needs within the program in collaboration

MINIMUM QUALIFICATIONS

Master's Degree in Social Work, Human Services or related field. At least 5 years managerial experience in child welfare, human services, and/or non-profit management. Demonstrated skill and experience working in the child welfare field; preferably experience in family-based foster care, program outcomes, and engagement.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of fundraising strategies and donor relations unique to the nonprofit sector and the Foster Care program
- Ability to develop partnerships/network and engage in positive relationships with the community
- Strong motivational and staff leadership abilities
- Has a conviction that people have the capacity to grow and change
- Experience in change leadership and change management
- Commitment to results: "can-do" mindset with emphasis on accountability
- Possesses sensitivity to the cultural differences that are present among the organization's service population and staff
- Has an ability to work in partnership with other members in a team approach
- Demonstrate excellent communication and presentation skills
- Comprehensive understanding and experience in providing direct care and coordinated services to the foster care population and the impact of trauma; commitment to vulnerable individuals and families who have experienced trauma
- Ability to solve complex, practical problems and effectively deal with complex variables in situations where limited standardization exists
- Availability to work flexible hours and days based on needs of the position
- Commitment to vulnerable individuals and families who have experienced trauma
- Ability to solve daily problems by analyzing situations, determining next step and implementing.
- Ability to comprehend and process information rapidly and accurately

SPIRITUAL QUALIFICATIONS

- Must have had a personal conversion experience with Jesus Christ and been scripturally baptized.
- Must have a sense of commitment to ministry through vocation.
- Possess a sincere desire to seek God and His kingdom.
- Demonstrate personal and devotional habits and practices such as Bible study, prayer and daily meditation.
- Accept the Baptist Faith and Message Statement (2000). Be familiar with the general theological beliefs of Southern Baptists.
- Be a member of a New Testament, evangelical Church in the local community and attend regularly.



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- Engage in witness activities as a normal part of life.

PHYSICAL DEMANDS

These physical requirements are not exhaustive and FBCH may add additional job-related physical demands to these if the need arises. Corrective devices may be used to meet these physical requirements.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to walk and reach with hands and arms. Specific vision abilities required by this job include close vision.

This job requires the ability to work in stressful conditions from time to time and remain focused for extended periods of time. The ability to lift up to 30 pounds (boxes, documents, and or equipment).

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.

Job functions are performed in a normal office environment.

I understand this job description is not intended to be an "all-inclusive" list of the requirements of this position, but to describe the general nature of the job and a reasonable representation of its activities. I also understand that additional related responsibilities may be identified by the company and listed as such in my performance appraisal.

Print Name: _____ Signed: _____ Dated: _____