

FAMILY PROGRAM MANAGER

Georgia Center for Opportunity (GCO) is an independent, non-partisan policy research organization that develops solutions leading to social and economic opportunity in the state of Georgia. Our vision is to make Georgia a state where all have a real chance to prosper.

Our mission is to remove barriers to opportunity. These barriers include society's most pressing challenges such as family fragmentation, lack of access to quality education, inadequate job-skills and career training, counterproductive public policies, and self-sabotaging behaviors. By following our innovative Breakthrough process, GCO researches and develops solutions that address barriers to opportunity, advocates its solutions to policymakers and the public, and helps innovative social enterprises deliver results on the ground.

With offices in Peachtree Corners of metro Atlanta, GCO is a fast-paced, entrepreneurial, and highly collaborative environment. We have an opening for a Family Program Manager who is a self-starter, enjoys working with a team, loves new challenges and, above all else, desires to enrich the lives of other people.

The Family Program Manager is responsible for managing and coordinating current projects in the impact area of Family Formation. The projects include managing details of a grant, workshops from the inception to completion, connecting with the community leaders and parents. The Family Program Manager will need to be flexible with their work hours since sometimes workshops and events are held off hours.

Family Formation

GCO has three impact areas: Education, Work and **Family**. Family's main function is to equip families with information and resources empowering them to develop knowledge and life skills to strengthen their relationships and well-being. Strong family connections and healthy relationships provide the support needed to help communities prosper. The more disconnected we are the less likely we are to engage or participate in civil society.

To date, the Family Impact area is in the beginning stages of fulfilling a 3-year grant from the Lilly Endowment, Inc. We are working with Lawrenceville 1st United Methodist Church, and Central Gwinnett High School. We are offering parenting education to parents of the Central Gwinnett Cluster. The Family Program Manager will spend 50% – 75% of their time managing the details of this grant along with the Family team.

GCO will be coordinating this project over a three-year period, with the ultimate aim of seeing it replicated in other communities across Georgia and the country.

POSITION DESCRIPTION

The **Family Program Manager** will manage some aspects of Family Formation which will include planning, resource management, organizing all workshops, event activities, tracking project progress and deliverables, and managing communication and coordination among team members and collaborative partners. The Program Manager is also responsible for collaborating with other projects and GCO team members, as needed.

The Program Manager reports to the Vice President of Family and Chief Program Officer and General Counsel and provides leadership to ensure fidelity to GCO's mission, vision, core values, and strategic principles and effectively implements relationship education workshops and related events. The Program Manager will be responsible for executing workshops, events and will be expected to work with other team members.

RESPONSIBILITIES

- Plan and coordinate relationship education workshops and related events by developing, communicating and managing clear work plans with team members, consultants, and partners that are working towards the desired outcome of the impact area
- Develop and cultivate relationships with community stakeholders, including business, faith, nonprofit, philanthropic, and civic leaders to support the priority actions of the impact area.
- Work with other GCO staff to provide assistance and technical support to collaborative partners; assist in creating reports, dashboards, presentation materials, and other collateral documents in support of the project's strategies
- Review operating results of the project, compare them to established objectives, and take steps to ensure that appropriate measures are taken to correct unsatisfactory results
- Manage the initiative budget to ensure resources are used effectively and within the impact area to achieve Family's goals
- Maintain a strong relationship and open communication with other GCO staff members
- Coordinate activities with the Family impact team and community partners

QUALIFICATIONS

- Demonstrated commitment to and alignment with GCO's core values and strategic principles
- College degree preferred.
- Three or more years of working on similar projects preferred
- Experience working in a dynamic and professional environment; proven record of working effectively with an array of partners who play different roles in the community
- Experience working with a diverse, cross-sector community of senior faith-based and non-profit leaders preferred
- Proven ability to drive progress, manage projects and multiple tasks with attention to detail and deadlines; experience using project management tools; experience working in a team environment; ability to manage a small team
- Excellent analytical, planning, and organizational skills; superior interpersonal communication skills; strong presentation skills; ability to maintain confidential data

COMPENSATION & BENEFITS

GCO offers a competitive salary, commensurate with experience, and provides excellent benefits: health insurance, dental insurance, vision insurance, a 401k plan, life insurance, and accrued vacation and sick leave. This position also offers the right candidate significant opportunities for professional development and growth.

We are looking for people who share our values of innovation, passion, excellence, and impact. For more on GCO, go to www.foroportunity.org.

PROCESS

Interested candidates are asked to provide the following to careers@foroportunity.org:

1. Brief cover letter including brief biography and description of how you would be successful in this position
2. Resume and salary requirements
3. Two professional references
4. Recent writing sample (e.g., appeal letter, published article, blog post)
5. Salary range