



A FAMILY FOR  
EVERY ORPHAN

## Director of Programs and Grants

### Organization

A Family for Every Orphan is a Seattle, WA based 501(c3) non-profit Christian organization whose mission is to help orphans find loving families in their home countries. We believe children belong in families and our vision is to see a world without orphans. See: [www.afamilyforeveryorphan.org](http://www.afamilyforeveryorphan.org).

**Position Type:** part-time: 20 hours/week

**Salary:** \$20,000 to \$24,000 average annual

**Location:** remote

**Deadline:** 10/15/21

### Summary of Role

The Director of Programs and Grants will manage the program team, ensuring proper reporting on program progress and outcomes with national partners. They will also work closely with the Executive Director to help identify new foundation relationships, while assisting in grant writing, reporting, and compliance. They will play an important role on our small and close-knit team, helping AFFEO achieve its mission to see orphans placed into families. The successful candidate must possess strong writing, communication, and organizational skills, be able to work independently, and have a desire for helping orphans.

### Description of Duties

#### Program Development and Oversight

- Manage all program staff, contractors and volunteers, to include: Program Directors, Project Coordinators, and Program Liaisons
- Review and approve all program-related budgets, projects and expenses, to include:
  - o Grant initiatives
  - o Individual family projects
  - o Program travel
  - o Program staff expenses
- Assist in review of potential national partnerships with family-based care organizations
- Review and approve all individual child and family projects
- Establish and maintain requirements to obtain year-end statistics from partners
- Participate in calls/meetings with national partners as needed
- Coordinate and lead monthly program staff call
- Participate in monthly all-staff call
- Coordinate with all program staff to prepare program report for quarterly board meetings
- Operate as main source of information and point of contact to board and executive staff for any program-related items unless otherwise specified
- Stay as up to date on adoption processes, obstacles, statistics, etc. concerning children at risk within AFFEO program countries.
- Be prepared to act as interim Program Director/Project Coordinator/Program Liaison



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for any AFFEO partner country if needed

- Operate as staff point person within the board of directors Program Committee
- Assist program staff with preparation for (or participate in) any program site visits for board, staff, volunteers or funders

### **Grants**

- Coordinate with program staff (and international partners, when necessary) to obtain materials needed for all grant proposals and reports
- Write, assist, and/or oversee and submit grant proposals and reports
- Prepare and maintain grant budgets
- Maintain/ensure proper communication with foundations- e.g. thank you/receipt letters, LOIs
- Together with Executive Director, research, seek out, and assist to cultivate relationships with new foundations

### **Communications**

- Coordinate with program and operations staff to prepare material for monthly communications (appeals, updates, social media)
- As needed, assist program and operations staff in compiling, writing and editing content for the Annual Report

### **Finances**

- Review and approve all program-related budgets, projects and expenses on an ongoing basis
- Oversee the collection of all program-related financial documents, such as: Receipt of Funds forms and expense reports.
- Assist Executive Director, Director of Operations and Treasurer in preparation of annual program budget
- Maintain fiscal sponsorship relationships and track monthly payments
- Assist Director of Operations with program-related components of annual audit and Form 990 filing
- Participate in monthly finance call

### **Other**

- Assist Director of Operations with program-related HR items (e.g. contracts, job descriptions, annual reviews, etc.)
- Work with Director of Operations to develop program-related policies (e.g. photo consent, child protection, etc.)
- Participate- as needed or able- in other board committees

### **Responsibilities**

- Provide effective and ethical program leadership for AFFEO
- Seek to improve programs through ongoing assessment and evaluation
- Ensure that all program activities and team members operate consistently and ethically within the mission and values of AFFEO



## Qualifications

- Bachelor's degree and/or Master's degree
- At least 5+ years of professional experience with an emphasis in management, grant writing, and development (equivalent combination education and experience may be considered)
- Strong relationship builder and communicator with experience leading diverse work teams, engaging community partners, and partnering with an Executive Director and board of directors
- Can point to tangible examples of reporting and program measurement and evaluation
- Demonstrates integrity, strives for excellence in her/his work, and has experience of leading others to new levels of effectiveness and programmatic impact
- Demonstrated ability to coordinate and facilitate the completion of large administrative projects in a timely manner, including meeting strict deadlines
- Demonstrated proficiency in organizational, managerial, and communication skills
- Demonstrates integrity, strives for excellence in her/his work, and has experience of leading others to new levels of effectiveness and programmatic impact
- Experience facilitating meetings
- Keen attention to detail with the ability to track and manage multiple projects
- Proactive and service-oriented personality
- Excellent judgment, discretion, and diplomacy
- Demonstrated commitment to ethical business practices, and ability to generate trust and credibility with colleagues across all levels of the organization
- Self-starter with demonstrated ability to work both independently and within a team
- Passionate about A Family for Every Orphan's mission and able to promote and communicate the philosophy, mission and values of AFFEO to external and internal stakeholders
- Willingness to participate in work-related decisions and activities reflecting AFFEOs Mission Statement and Statement of Faith
- Ability to telephonically attend board meetings once a quarter during non-business hours (6-8pm PT)
- Available for travel (international and within US) as needed. This will amount to no more than 10% of the year
- Committed long-term investment in AFFEO
- Willingness to participate in occasional meetings outside normal business hours due to time zone differences of other staff

## To apply

Send your resume and one-page cover letter in pdf format discussing what interests you about AFFEO, how you envision making a difference for orphaned and vulnerable children, and what you bring to the team, to [resources@familyforeveryorphan.org](mailto:resources@familyforeveryorphan.org) by 10/15/2021.