



## Family Resource Center Association

**Job Title:** Program & Grant Manager

**Reports To:** Program Director

**Hours:** Full Time with Benefits

**Employment:** At Will

**FLSA Status:** Exempt

**Date:** 2/27/2025

### **About the Family Resource Center Association**

The Family Resource Center Association's (FRCA's) vision is for a Colorado in which every family is thriving and self-reliant. Our mission is to strengthen families through partnership and collaboration. Learn more about us at [www.cofamilycenters.org](http://www.cofamilycenters.org).

### **Position Summary**

The Program and Grants Manager is responsible for overseeing different initiatives and programs at FRCA, monitoring progress and completion, and ensuring grant and contract expectations are met. To do this, the person for this position needs strong project management and training skills. This position will work closely with the whole FRCA team, member centers, and funders and will therefore need to have excellent multi-tasking skills and a strong solution-oriented mindset.

### **Working Relationships**

Internal Relationships: FRCA staff and Board members.

External Relationships: Family Resource Center Directors and staff; community stakeholders; funders.

### **Essential Duties and Responsibilities**

#### Grant/Contract Management

- Manage contract and invoicing for pass through grants.  
Collect and review monthly sub-contractor invoices and documentation for accuracy and alignment to sub-contractor scope of work and approve for reimbursement.
- In collaboration with FRCA fiscal staff, track contract/grant annual spending as outlined in approved budgets.
- Manage customer satisfaction over pass through grant projects, identifying and resolving issues in a timely manner.
- Build strong partnerships with sites and monitor their performance through regular correspondence and check-ins (phone, email, in-person/virtual meetings, chatter platforms).

#### Training

*Please note, FRCA will provide training to this position on the training curricula.*

With support and oversight from the FRCA Team, this position will:

- Deliver monthly virtual and/or in-person trainings using Zoom Pro to maintain trainer certification in relevant topics (Standards of Quality for Family Strengthening and Support, Motivational Interviewing, Administration of the Colorado Family Support Assessment 2.0 tool, and Communities of Practice).
- Participate in continuous quality improvement and monitoring of training content with the FRCA Training Team.
- Provide back-up support for technological aspects of trainings as needed.

### Program Management

- Build strong, collaborative partnerships with external partners (state employees, foundation program officers, etc.) for assigned initiatives.
- Develop and regularly monitor outcome and evaluation measures for Program goals.
- Participate in Member Meetings and site visits. Create a summary report of learnings from site visits.
- Participate in and contribute to contract/grant reporting processes.

### General Tasks and Responsibilities

- Actively participate in FRCA meetings in a positive, problem-solving manner.
- Maintain professionalism in line with FRCA policies and standards.
- Participate in FRCA sub-committees and workgroups as needed.
- Represent FRCA and Member Centers in meetings that promote visibility and credibility of FRCA, Member Centers, and CCR sites.
- Maintain high level of confidentiality as it relates to the agency and all records/documents.
- Ability to work flexible hours when needed, including occasional planned overnight travel within the state.
- Perform other project coordination, support, management, or administrative duties as assigned.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

To perform this assignment successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### Qualifications

- Demonstrated experience in program/project management.
- Demonstrated lived and/or professional experience in human services field.
- Demonstrated experience providing training and technical assistance to diverse populations.
- Demonstrated strong decision making and critical thinking skills.
- Strong interpersonal skills demonstrated by ability to establish and maintain interpersonal relationships with others.

### Competencies

- Excellent written and verbal communication skills.
- Excellent customer service skills.
- Conscientious, organized, very detail-oriented, and results-driven.
- Strong working knowledge of Zoom Pro, Google Suite, and Microsoft Office, including Word, Excel, Outlook, and Power Point.
- Ability to work independently and collaboratively to manage multiple tasks and projects.
- At FRCA, we promote diversity and equity – and to be a model of inclusive excellence. We are pursuing deliberate efforts to ensure that FRCA is a place where differences are welcomed, perspectives are affirmed, and our network fosters a sense of belonging. Applicants should foster this perspective.

### Other Information

Successful applicant will be asked to authorize a DMV record and other background checks before employment is approved.

### Work Schedule and Compensation

- This position is full time, 40 hours per week, exempt, salaried.
- Salary Range: \$50,000 - \$58,000 depending on experience.
- This position has some flexibility for partial telecommuting, after 90 days of employment.
- FRCA's core hours of operation are Monday through Friday 9:00am to 4:00pm. Schedule options might include 8:00am-4:00pm or 9:00am-5:00pm. Occasional weekend/evening hours are required.
- FRCA offers a generous benefits package, including health and dental insurance, short term disability insurance, vacation and sick leave, a retirement plan, and monthly self-care reimbursement.

### **Hiring**

FRCA is dedicated to diversity and strongly encourage all interested, qualified candidates to apply.

To apply, please send a **cover letter and resume** to [info@cofamilycenters.org](mailto:info@cofamilycenters.org) with **"Program & Grant Manager"** in the subject line by March 17, 2025 at 5pm.