



## **FAMILIES AND COMMUNITIES TOGETHER (FaCT) PROGRAM MANAGER JOB ANNOUNCEMENT**

TITLE	FaCT Program Manager
FLSA STATUS	Exempt
PAY CLASS	Full-Time
REPORTS TO	Director of Strategic Initiatives
LOCATION	Tustin, California (Hybrid Schedule- 2 days remote/3 days on-site)

### **Who is Charitable Ventures?**

Charitable Ventures was created to make sure nonprofits are resilient, effective and empowered so they can serve their communities when they are needed most. Aiming to make our community more socially, racially and economically just, our employees guide and design strategies to effectively address those needs.

### **What is FaCT?**

Families and Communities Together (FaCT) is a County of Orange Social Services Agency public-private program. Since 1994, FaCT has provided support services to children and families through community-based collaboratives operating family resource centers. FaCT supports these community-based centers by providing program development and administration, funding, and training. FaCT receives federal, state, and county funds including U.S. Department of Health and Human Services- Promoting Safe and Stable Families (PSSF), Office of Child Abuse Prevention (OCAP), the County of Orange as well as volunteer, in-kind support and private foundations and donations.

### **Do you have a passion for community engagement and making an impact on family strengthening and child abuse prevention?**

If so, your passions align with the FaCT mission!

### **What are we looking for in our next team member?**

Answer the questions below to see if you may be our new team member!



Are you ready to:

- Work to strengthen public and private partnerships to support child abuse prevention within Orange County?
- Create and implement marketing and communications deliverables?
- Coordinate an annual conference for key stakeholders?
- Assist key stakeholders in the design and deployment of all FaCT training programs?

**If you answered yes to any of the questions above, your next career may be waiting for you at Charitable Ventures! And we would love to explore it with you.**

### **Job Summary**

The FaCT Program Manager plays a key role in the work of Families and Communities Together (FaCT), a private-public partnership dedicated to preventing child abuse and neglect in Orange County through the support and administration of the FaCT Family Resource Center Network. The FaCT Program Manager partners with the FaCT Data and Evaluation Manager to co-lead for the FaCT Administrative Services (FAS) contract with OC Social Services Agency, coordinating and managing the critical deliverables required to support the Network, including: Training, Marketing and Communication, Partner and Resource Development, and Administration and Operations. The FaCT Manager will attend and/or lead regular meetings of FaCT leadership, staff, partners and committees, coordinating the work of other Charitable Ventures staff, managing the Marketing and Administrative Coordinator, developing content for communications and trainings, and managing the administration of the program.

### **What are the desired qualifications?**

#### **Education:**

Bachelor's degree in business administration, public administration, communications, marketing, social science or related field preferred, or equivalent work experience. Master's degree highly preferred.

#### **Experience:**

- Five+ years' experience in marketing, training, administration, and community relations
- Knowledge of public/private partnership
- Collegial, collaborative work style required
- Effective written communication and presentation skills
- Supervisory or project/team leadership experience



**Compensation** This is a contract funded position at \$73,000 annual salary.

### **Benefits**

- All employees: 401(k) voluntary employee contribution
- Full-time employees (30 or more hours per week): health insurance (medical, dental, vision); paid time off; company-wide holidays
- **But the most rewarding benefit is your ability to contribute to building stronger communities!**

**Is this job not a right fit for you? Maybe it is for a colleague, friend, or neighbor. Please refer anyone that may be a good fit! And check back for other postings as you may become a team member through *your* unique skills and experiences!**

### **Company Summary**

Launched in 2007, Charitable Ventures is a non-profit organization dedicated to creating positive social impact through transformative ideas and investments. The agency provides incubation, sponsorship, and capacity building services such as planning, facilitation, and evaluation for funders, non-profit organizations, government, and community leaders throughout California.

Charitable Ventures maximizes the impact of emerging and established nonprofits, as well as donors and foundations with a passion for change – and is considered an essential part of the nonprofit sector infrastructure in Southern California. Since inception, it has fiscally sponsored more than 60 projects that address a wide array of social issues.

**Applications:** Please send cover letter and resume to [HR@charitableventuresoc.org](mailto:HR@charitableventuresoc.org).

*Charitable Ventures is committed to the principle of equal employment opportunity. In all that we do, Charitable Ventures supports its clients, projects, staff and partners through our commitment to equity, economic and social justice, diversity and inclusion, and in ways that uplift our communities' assets and potential.*