

People's Burn Foundation
Job Description
Program Manager - Family Supports

The Program Manager, ETN and Family Supports will be responsible for refining and replicating the Extinguish the Need program while overseeing the local Extinguish the Need site for fire victims, and caring for the families of burn survivors to preserve the integrity of the family.

- Salary: \$45-50,000 plus benefits
- Full-time
- Cell phone provided
- Work schedule – M-F 8-5, plus the second and fourth Saturday of each month from 9-Noon. Flexibility is required in tragic situations.

Direct Service - Serve families of burn survivors:

- Weekly meetings with burn survivors' families in the hospital setting to assess needs as required.
- Establish plan for families in need and implement plan.
- Maintain scheduled contact with families to insure plan is working to benefit family.
- Develop community resource network for families (sometimes out of state).
- Integrate burn survivor and family member into PBF support network.
- Maintain demographic database for current and future decision making and funding.
- Oversee planning and provision of Brave Hearts Camp and activities throughout year

Administration/Management

- Hire, supervise, and evaluate ETN Services Coordinator
- Define and implement regular processes for all areas of ETN facility and operations plus family support services.
- Define and track key measures of success
- Coordinate administrative support for ETN and family support work

Resource Development

- Initiate volunteer program – define roles, recruit, train, retain, recognize, evaluate
- Identify funding sources
- Write or help write grants proposals
- Maintain current and build new relationships with corporate, foundation, fire service, and individual supporters for in-kind and financial support
- In coordination with Exec Dir, raise funding for outreach and education
- Help to represent PBF/ETN in the community – speaking, meeting, etc.

Program Development

- Maintain current and build new relationships with complementary human services providers
- Prepare ETN to be replicated in other locations
- Coordinate pilot efforts with other sites

Qualifications:

Broad nonprofit experience preferred, ideally working with people who are homeless and/or dealing with significant trauma or disruption in their lives. Needs to be able to move easily between management and direct service, build staff teamwork, market programs, build funder relationships, and initiate and execute programs with minimal supervision.

- 1) Bachelor's Degree plus 3-5 years of progressively responsible work experience.
- 2) Able to effectively support individuals and families in times of crisis while maintaining professional perspective and relationship.
- 3) High level of interpersonal skills including: experience working effectively and positively with nonprofit staff, volunteers, and collaborators or partners in providing services.
- 4) Entrepreneurial spirit with ability to work effectively without the benefit of daily supervision and guidance; demonstrated drive, energy and perseverance needed to complete a task, manage multiple priorities, and make the most of limited resources.
- 5) Great organizational skills, ideally with experience in structuring and overseeing a small supplies, storage, retail, or distribution facility of some sort.
- 6) Good judgment. Ability to think strategically and develop new and unique ideas, programs, or projects; Experience putting a new idea into practice with successful results.
- 7) Experience recruiting and utilizing volunteers. Ability to teach and train, motivate, and coordinate work efforts.
- 8) Related knowledge and skills should include excellent oral and written communication skills, computer skills (MSOffice Suite), financial management, data management, and program evaluation/quality assurance.
- 9) Must be able to bend down and stretch up, lift at least 20-30 lbs, climb a stepstool, and work around donated materials that can be dusty or musty
- 10) Reliable transportation needed

EOE – Learn more about PBF's local and national efforts at www.PeoplesBurnFoundation.org

Respond with cover letter, resume, and salary history by October 29th to: PBF Search at PBF@NotforProfitNews.com