



NOVA Assistant Director

Organizational Overview

Foster the Family exists to support and encourage foster and adoptive families, mobilize and equip the community and church for foster care and adoption, and advocate for vulnerable children. We are a quickly growing, multi-state organization with support groups and practical response programs in support of foster, adoptive, and kinship families. Internally are team of passionate and humble professionals who are all dedicated to healthy children and thriving families. We currently operate in 35 states across the country and expect to increase this number significantly in the next three years.

Reports To: Executive Director

Location: Hybrid in Northern Virginia

Position Status: Part-Time, 25 hrs/wk

Compensation: \$28 per hour

Position Summary

The Assistant Director is an integral part of a fast-paced team, overseeing the development, execution, and management of all Foster the Family operations in Northern Virginia. Working under the guidance of the Executive Director and in collaboration with the Northern Virginia, DC, and Baltimore teams, this individual ensures alignment with the organization's mission and vision while delivering impactful support to families in their region. This position has many opportunities for advancement in both title and hours for a self-starter.

Essential Duties & Responsibilities

External Relationship Management (50% of the time)

- Collaborates with the Executive Director and team to set community engagement, partnership development, and fundraising goals
- With the NOVA team, executes community and fundraising events and initiatives
- Researches, identifies, and pursues new funding and partner opportunities to include individual, business, and major donor pipelines
- Alongside the NOVA team, builds and maintains relationships with local churches and community organizations to include funding, volunteering, in-kind drives, and more
- Attends other community events and partner meetings to represent the brand, present the Foster the Family mission and funding needs, and advocate for partnerships
- Writes and manage grants
- Establishes and strengthens connections with child welfare offices and other nonprofits
- Communicates with the marketing team to oversee social media platforms, newsletter, literature, website, and other marketing avenues engaging and accurate

Team Oversight and Administration (25% of the time)

- Lead and manage the local office team to include 1-1s, goal setting, coaching, and performance management
- In collaboration with the finance team, review financials monthly and make spending and income adjustments as needed

Program Management (25% of the time)

- Sets goals and reviews program outputs and outcomes monthly, making adjustments and coaching the team as needed
- Creates and maintains a local strategic plan for all local operations
- Coordinates package deliveries and stockroom inventory with the NOVA team
- Partners with the Program Coordinator to recruit, train, schedule, and manage a childcare team for Kids Day Out and Support Group programs
- Collaborates with the regional offices to plan and implement regional events and workshops for families

Qualifications – *Don't hesitate to apply if you don't meet all the requirements but think you are a good fit! We value diverse backgrounds and humble passion.*

- Three years' experience supporting vulnerable populations.
- Three years' experience development and managing various client-facing programs.
- Experience working in the nonprofit, child welfare, or ministry sector.
- Experience and comfortability sharing the Gospel, praying with those in need, and leading Biblical discussions with families who ask.
- Strong communication skills.
- Experience and skills in relationship development.
- Comprehensive understanding of the foster care system strongly preferred.
- The ability to work remotely with adequate internet access and hardware.
- The ability to travel in the NOVA area to meet in person as needed with staff and partners.
- The ability to attend Foster the Family events and/or represent the organization at other events.
- Generally available during business hours of Monday through Friday, 8:00am - 5:00pm.