



JOB POSTING

FRIENDS OF THE CHILDREN PROGRAM DIRECTOR

About Florida Foster Care Review

Florida Foster Care Review (FFCR) empowers children and young adults impacted by or at risk of foster care through innovative programs that bridge critical gaps, build lifelong relationships, and connect children and families to community resources.

About the Friends of the Children Program

FFCR is launching Friends of the Children's nationally recognized, evidence-based program in Miami-Dade County. The Friends of the Children model identifies children between 4-6 years old who are facing the greatest challenges, and pairs each child with a full-time, salaried professional mentor - called a **Friend** - for 12+ years, no matter what. Unlike traditional volunteer mentoring, Friends are highly trained professionals who build consistent, caring relationships with children and their families over many years. The model combines intensive one-on-one mentoring with caregiver engagement, educational support, enrichment opportunities, individualized goal setting, and connections to community resources.

Friends work alongside children, caregivers, families, schools, and community partners to help children develop the relationships, skills, confidence, and opportunities they need to thrive. Friends primarily engage one-to-one with each of the 8 youth on their roster for 4 hours per week to build a caring, trusting and sustained relationship. Friends partner with youth and caregivers to develop an individualized Road Map for each youth and intentionally develop and participate in activities and opportunities that build 9 core assets that support school success, social-emotional development, health and well-being, and a sense of community and belonging. Friends work with youth in their schools, at home, and in the community. Through the program's 2Gen approach, Friends also provide support and resources to the youth's caregivers and siblings. Friends receive extensive supervision and guidance and peer-to-peer support. Friends document their activities and each youth's progress in a customized database.

A core set of values are foundational to the program's approach:

- **Put Children First:** To help our youth discover their limitless potential, we foster their internal resiliency. We listen to our youth and base decisions on each youth's needs and dreams. We prioritize self-care so that we bring our best selves to our work and focus on our youth.
- **Build Relationships on Love:** We nurture long-term relationships from a foundation of love and acceptance. Our practice is rooted in the wisdom of communities, tailoring support to honor each youth's unique identity and shared heritage. We don't give up easily and take a no matter what approach to our work. We intentionally develop collaborative relationships over time with trust, empathy and healthy communication. We

build community through one-on-one connections that are authentic, respectful, and meaningful.

- **Commit to Empowerment:** We leverage personal strengths to take ownership of our futures. We build relationships within the communities of our youth and families to strengthen social networks and provide bridges to new opportunities. We consistently inspire possibility through empathy, hard work, and fun. We model all of this for our youth, families and each other.
- **Pursue Goals Relentlessly:** We celebrate all achievements, big and small. We are disciplined in our commitment to goals, while innovative in how we reach them. We believe that the definition of success requires intentional reflection and adjustment over time. We work together and hold ourselves accountable with data to achieve short and long-term outcomes.
- **Unlock All Potential:** We believe everyone deserves the chance to reach their full potential, because where you start shouldn't decide how far you go. We advocate to ensure every child, regardless of historical and present challenges, has the resources, support, and voice needed to thrive. We amplify and listen to the hopes and dreams of the children, families, and communities we serve. We harness different perspectives to overcome barriers and drive measurable change for every child. Together, we work to challenge and remove obstacles so potential isn't limited by any circumstance.

About the Position

FFCR is seeking an experienced, thoughtful, and highly engaged **Friends of the Children Program Director** to lead the implementation, quality, and growth of this new program in Miami-Dade County.

This is both a people leadership and program leadership position. The Program Director will lead, coach, supervise, and develop a team of professional mentors – Friends – while ensuring that the program is implemented with fidelity to the Friends of the Children model. The Program Director will oversee youth identification and enrollment, individualized planning, caregiver engagement, educational supports, program quality, data and performance management, child safety, and partnerships with schools and community organizations. The Program Director will also directly serve 1-2 program youth.

As a member of FFCR's program leadership team, the Program Director will play an important role in establishing the Friends of the Children program in Miami, developing a strong team and program culture, tracking and measuring impact, solving challenges, and supporting the program's strategic growth and long-term success.

What You'll Do

- Personally serve one to two youth in the capacity of a *Friend*
- Lead, mentor, supervise, coach, and develop a diverse team of Friends and other program staff

- Recruit, hire, onboard, train, and support the retention and professional development of program staff
- Build a collaborative, inclusive, high-performing team culture centered on open communication, learning, and shared accountability
- Manage youth identification, selection, and enrollment
- Ensure high-quality implementation and fidelity to the Friends of the Children model, National standards, and FFCR policies
- Oversee individualized youth goals, caregiver engagement, family supports, educational and school engagement, enrichment, and connections to community resources
- Develop trusting relationships with children and families and ensure their perspectives inform program planning and improvement
- Provide guidance and support to Friends as they navigate challenges involving youth and families
- Ensure compliance with child protection, mandated reporting, safety, documentation, and other program requirements
- Oversee responses to critical issues and crises involving children and families, including appropriate consultation, referrals, documentation, and follow-up
- Use program data, caregiver and youth feedback, assessments, and other information to monitor performance and continuously strengthen program quality and impact
- Develop and sustain strong relationships with schools, community organizations, and other partners
- Represent FFCR and Friends of the Children in the community and participate in the national Friends of the Children network

The breadth of the position reflects the Director's responsibility for both day-to-day operations and overall program quality and impact.

Who We're Looking For

We are looking for an experienced leader who combines strong program-management and supervisory skills with a genuine commitment to children and families. The ideal candidate can move comfortably between coaching an individual staff member, responding to a complex family situation, analyzing program data, developing a school or community partnership, and thinking strategically about program growth. Candidates must meet the following qualifications:

- Bachelor's degree in social work or a related field; Master's degree preferred
- Ten (10) or more years of progressively responsible experience working in child- and family-serving programs
- Three (3) or more years in a leadership or management role with significant supervisory responsibilities
- At least two (2) years of direct experience working with children and families
- Resides in or has strong ties to the South Dade community, particularly the Homestead and Florida City areas
- Experience leading, coaching, and developing high-performing teams

- Strong knowledge of child development and issues affecting children and families facing significant challenges
- Experience using data and performance information to improve program effectiveness and outcomes
- Strong project-management, strategic-planning, problem-solving, and organizational skills
- Exceptional interpersonal, supervisory, written, and verbal communication skills
- Strong emotional intelligence and active-listening skills
- Ability to build effective relationships with children, caregivers, staff, schools, community partners, organizational supporters, and other stakeholders
- Experience in a nonprofit organization and familiarity with nonprofit management and funding
- Cultural humility and the ability to lead and work effectively in diverse environments
- Spanish/English bilingual skills preferred

Skills, Knowledge & Proficiencies

- Strong knowledge of and familiarity with the South Dade community, particularly the Homestead and Florida City areas, including local schools, community resources, organizations, and activities
- Proven ability to lead and develop high-performing teams
- Exceptional interpersonal skills and strong supervisory skills, including coaching, delegation, and conflict resolution
- Skilled in building inclusive team cultures and supporting staff well-being
- Exceptional computer skills, including mastery of Microsoft Office applications and databases, and the ability to support staff with basic IT challenges
- Exceptional oral and written communication skills with strong emotional intelligence and active listening skills
- Ability to cultivate and sustain relationships and work effectively with a wide variety of constituencies, including staff, program youth, caregivers, schools, organizational supporters, Board members, and community partners
- Ability to identify challenges and unresolved issues and to propose meaningful solutions
- Ability to represent, effectively and professionally, the organization to a wide variety of audiences
- Ability to research, analyze data, design/develop, propose, implement, and sustain programming
- Strong project management skills
- Ability to influence the behavior of others to achieve necessary results
- Strategic planning and budgeting skills
- Ability to work in diverse work environments
- Knowledge of child development and child issues, particularly those most relevant to our program youth
- Awareness of community resources, and the ability to cultivate and sustain relationships with these resources

- Enthusiasm for helping to plan and manage the anticipated growth of the Friends of the Children Program, and commitment to developing personal skills and knowledge as appropriate to that growth
- Strong analytical and basic mathematical skills, including addition/subtraction, division, percentages, fractions, decimals and visual presentations of data
- Exceptional time management and organizational skills
- Strong ability to manage multiple tasks and deadlines with minimal supervision
- Strong ability to independently define and set priorities and problem-solve
- Able to lead and participate in 1:1 and group meetings via videoconference and in-person

Competencies & Commitments

- Sets high personal standards and committed to excellence
- Open-minded and interested in learning new skills and practices
- Responsive to supervision and receiving constructive feedback
- Able to raise issues and concerns in a professional, productive, solution-oriented and timely manner
- Projects a strength-based, supportive, positive, and hopeful attitude regarding all youth, caregivers, families, colleagues, volunteers and community partners
- Willing to engage in creative, cooperative strategies to overcome system barriers and achieve positive outcomes
- Team player who supports other team members both in word and deed
- Demonstrates cultural competency and humility
- Committed to achieving organizational and program goals
- Willing to tackle small and large tasks to accomplish objectives

Work Environment & Schedule

Friends of the Children program leadership and staff work out of FFCR's office in Homestead and throughout the community, primarily in South Miami-Dade County. Program activities take place in schools, children's homes, community organizations, parks, and other locations. Some remote work may be permitted when appropriate. The Program Director's typical schedule is Monday through Friday, generally between 8:00 am and 6:00 pm; however, the position requires flexibility, including some Saturdays and occasional evening hours based on program, staff, youth, and family needs.

Other Requirements

The Program Director also transports program youth as part of mentoring activities and must satisfy the requirements of FFCR's personal automobile use and insurance policy, including maintaining a valid Florida driver's license; ongoing driving-record (MVR) checks; have and maintain personal automobile liability insurance coverage of, at a minimum, \$100,000 bodily injury liability coverage per person/\$300,000 per accident, \$100,000 property damage liability, and \$10,000 personal injury protection (PIP), and \$100,000 each person/\$300,000 each accident uninsured motorist (nonstacked); and add/maintain a 'business endorsement' to their existing policy or otherwise have their personal auto insurance carrier classify or rate their vehicle as being driven for work and transporting children.

Employees are also required to comply with FFCR's pre-hire and ongoing background-screening, drug-testing, and First Aid/CPR requirements for employees who work directly with youth.

Current Full-Time Benefits

- Competitive Salaries and Potential for Bonus Pay
- Flexible Work Environment with a Combination of Office, Community-Based and Remote Work, Depending on Position and Program Needs
- 100% Employer Covered Medical/Dental/Vision and Life Insurances for Employees
- 50% Employer Contribution to Medical/Dental/Vision Premiums for Qualifying Dependents
- Optional Short Term Disability Insurance and Supplemental Life Insurance (employee paid)
- Generous Paid Time Off (PTO) Accrual and Annual Rollover Policy
- 11 Annual Paid Holidays + Extended Organization-Wide Breaks Over the Thanksgiving Holiday and in the Winter
- 403b Retirement Plan for Pre-Tax Contributions
- Extensive Professional Development Opportunities
- Monthly Staff Meetings, Annual Staff Retreat, Ongoing Team Building and Self-Care Activities

Compensation

- Full-time/Exempt position
- Starting Salary: \$78,000 – \$82,000
- Annual Auto Insurance Assistance Stipend: \$1000/year
- Compensation commensurate with experience

To apply, please email a resume and cover letter to Vanessa Muñoz, Florida Foster Care Review's Chief Programs Officer, at vmunoz@fostercarereview.org. No phone inquiries please.