



**Reports to:** Executive Director

**Compensation:** \$37,000 - \$39,000; benefits available May 1

**Hours:** Full-Time (40 hours/wk); minimum three days/wk in office with optional work from home two days/wk; some nights and weekends required

### **Description:**

Single Parent Provision (SPP) is seeking a full-time Manager of Family Care & Growth who is mission driven and eager to join the work God is doing through SPP to reach, serve, and champion single parent families throughout central Iowa. The Manager of Family Care & Growth is responsible for overseeing all aspects of care and growth we provide and serves as the open door for single parents to connect into the Single Parent Provision community. Through this position and the Family Care team, single parents are welcomed, embraced, seen, and loved by actively listening to them, seeking to understand their journey, discerning their needs (emotionally, spiritually, and physically), praying with them and for them, and connecting them to appropriate next steps (through SPP or otherwise). This position is also responsible for managing and further developing the various growth programs we provide. Through these programs, single parents have opportunities to connect, build, strengthen, and grow in community with other single parents. The qualified candidate will have a mature relationship with Christ, deep love and compassion for single parent families, and be charged with executing the responsibilities below.

### **Responsibilities & Duties** (including but not limited to):

- Family Care – direct care and department management:
  - Nurture relationships with single parents, working to build and keep their trust by exhibiting Christ-like qualities in all interactions and showing empathy & understanding for them and their journey
  - Remain interruptible and ready to engage with single parents when opportunities arise actively listening, encouraging, and praying with and for them and their family
  - Discern needs of single parents and opportunities of impact by acknowledging where they are and helping them move from A to B however best appropriate for each
  - Provide guidance, referrals, and resources as needed to single parent families
  - Maintain and regularly update SPP Resources proactively seeking out new opportunities
  - Creatively and proactively make ongoing deposits into the relationships we have with single parents initiating connection, follow up, and check-in efforts
  - Effectively manage Family Care Queue and meet regularly with Executive Director to report status updates and determine action plans
  - Work closely with the Executive Director to establish, launch, and lead effective Care and Prayer Teams ensuring the purposes of such groups are met
  - Maintain, further develop, and increase utilization of Prayer and Care Calendar
  - Supervise, develop, and support part-time Family Care Coordinator (staff) as well as Care and Prayer Teams (volunteers)
  - Maintain accurate records of families and interactions had
  - Encourage parent participation in other SPP programs, services, and events
  - Manage SPP's intentional prayer efforts: weekly praying individually or with prayer group, updating prayer wall, sharing prayer requests with appropriate channels, bringing parent prayer requests to weekly Abide meetings
  - Maintain appropriate boundaries with families we serve
- Growth – Responsible for effectively managing, executing, and further developing all SPP growth programs including but not limited to: Groups, Workshops, and Classes
  - Prayerfully discern topics to be covered and curriculum to be used in programs and as approved by Executive Director
  - Effectively support, develop, lift up, and encourage volunteer leaders



# SINGLE PARENT PROVISION

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Manager of Family Care & Growth

- Plan, prepare, and execute with excellence all SPP growth programs, ensuring integrity and heart of such programs are maintained
- Adhere to approved budgets working to reduce costs whenever possible and heavily utilizing existing resources and in-kind donations; identify resources needed and work with staff team and volunteers to secure them

## **Qualifications & Skills:**

- A mature follower of Christ committed to and active in living out their faith in Jesus Christ
- Commitment to reflect in the best possible light: single parent families; SPP staff and board; and its mission, vision, and values
- Minimum two years' experience coaching others in their walk with Christ and faithfully modeling His ways
- Minimum two years' experience managing staff and/or volunteers
- Demonstrated ability to cultivate relationships with various people groups
- Strong discernment skills
- Strong communication skills – written, verbal, and active listening skills (James 1:19)
- Possesses a teachable heart willing to learn, be coached, and stay flexible
- Strong prioritization and time management skills
- Self-starter able to work both independently with limited direction as well as collaboratively within a team setting
- Must be in agreement with and sign SPP's statement of faith
- Hire contingent upon cleared background check and completed confidentiality agreement

## **To apply:**

Qualified applicants should send 1) letter or email of interest including a description of their faith, 2) a minimum of three pastoral references, and 3) resume to: [employment@singleparentprovision.org](mailto:employment@singleparentprovision.org). Interested parties are encouraged to apply as soon as possible.