



Reports to: Executive Director

Compensation: Salaried \$42,550 - \$44,950 plus benefits*

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; *benefits include paid vacation, sick leave, holidays, and spiritual day; employer partially paid medical, dental, vision, and life insurance benefits.

Description:

Single Parent Provision (SPP) is seeking a mission driven professional eager to join the work God is doing through SPP to reach, serve, and champion single parent families throughout central Iowa. The primary priorities of the Manager of Events & Family Support Services position are to ensure the heart of the events we do are upheld and achieved both in the final outcome and the journey along the way and to ensure excellence of the highest quality is brought to our events and support services provided. The qualified candidate will be a highly detailed, experienced individual, passionate about our mission, living for Christ, and furthering His Kingdom, and charged with executing the responsibilities as described below.

Responsibilities & Expectations:

- Plan, prepare, and execute with excellence key SPP events ensuring the heart of each (the why and purpose behind it) is upheld and adhered to; management of events includes but is not limited to:
 - Work closely with Executive Director to determine event objectives and priorities
 - Develop and execute appropriate timelines, benchmarks, and action plans for all events as approved by Executive Director
 - Adhere to approved budgets working to reduce costs whenever possible
 - Maximize volunteer utilization and collaborate with and effectively lead large volunteer committees to achieve a common purpose
 - Secure and collaborate with appropriate outside vendors as needed
 - Successfully identify needed resources including volunteers, sponsorships, and in-kind donations needed and work with appropriate staff team to secure them
 - Manage both participant and volunteer registration processes and details
 - Document processes, best practices, and resources used and needed for events
 - Maintain organization of event supplies and data
- Family Support Services – responsibilities in this area primarily include but are not limited to our Home Provision and Break Time programs
 - Home Provision – this program provides single parents additional hands and feet to accomplish projects and repairs around their home.
 - Manage registration and onboarding processes for both parents and participating volunteer groups
 - Give guidance and work with participating volunteer groups start to finish throughout their serving experience
 - Ensure details, resources, and needs are communicated timely and clearly to all parties involved (parents, volunteer groups, staff, etc.) to ensure a seamless execution of the services provided
 - Work with Executive Director to develop expansion strategy and sustainability
 - Break Time – this program provides single parents personal time to refuel by caring for their children.
 - While our Children's Coordinator executes this program, the Manager of Events & Family Support Services supervises, develops, and supports the Children's position and is responsible for the high-level administration and oversight of the program.
 - Coordinate and schedule program dates between Children's Coordinator and program location



SINGLE PARENT PROVISION

_____ Manager of Events & Family Support Services

- Manage registration process and communication between SPP and participating parents and volunteers
- Keep in regular contact with Children's Coordinator to ensure details, needs, and resources are known and accounted for
- 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
- Be expectant of opportunities to connect single parents further into the SPP community and take action to do so
- Maintain ongoing heart posture of meeting single parents where they are and identifying ways we can best serve them within SPP and help them grow both in faith and circumstance

Qualifications & Skills:

- A mature Christ-follower committed to and active in living out a growing relationship with Jesus
- Commitment to reflect in the best possible light: single parent families; SPP; its staff and board; and its mission, vision, and values
- Successful experience planning large scale events
- Ability to take and give direction well
- High level of foresight to identify the full scope of details and pieces a part of the events and programs in which we do as well as ability to effectively communicate the varying pieces to all parties involved
- Demonstrate professionalism and cultivate relationships with various people groups
- Strong communication skills both written and verbal
- Possesses a teachable heart willing to learn, be coached, and stay flexible
- Highly detailed with strong time management, organizational, and prioritization skills
- Self-starter able to work independently with limited direction and collaboratively within a team
- Must be in agreement with, sign, and abide by SPP's statement of faith

To Apply:

Qualified applicants should send 1) letter or email of interest including a description of their faith and 2) resume to employment@singleparentprovision.org. Interested parties are encouraged to apply as soon as possible. References (including two pastoral references) will be requested from those interviewed. Hire contingent upon cleared background check and completed confidentiality agreement.