



Because we're stronger together®

## Position Posting

<b>Position Title:</b>	National Technical Assistance Center(NTAC) on Grandfamilies and Kinship Families Assistant Director
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### Summary:

Generations United's National Technical Assistance Center (NTAC) on Grandfamilies and Kinship Families is seeking an Assistant Director to join our results-oriented team.

### Description:

The National Technical Assistance Center (NTAC) on Grandfamilies and Kinship Families is a new federally supported Center for integrating and improving systems and services for grandparents, other relatives and close family friends who raise children when parents cannot. The NTAC on Grandfamilies and Kinship Families Assistant Director will be responsible for project management, including overseeing systems and tracking the Center's work, supervising the provision of technical assistant requests, and helping manage relationships with five national organizations who are key partners on the Center, an array of Subject Matter Experts, and a federal partner.

### Essential Functions, Duties, and Responsibilities include:

- Oversee the fulfillment of all Technical Assistance (TA) requests and supervise TA Coordinator and TA Specialist
- Manage systems that track TA requests
- Oversee logistics for virtual convenings of government agencies, nonprofit providers and grandfamily caregivers interested in improving systems for grandfamilies
- Oversee arrangements for in-depth TA to two states and one tribe to create models of holistic supports for the families
- Assist Director with budget reviews, partner contract compliance, and other management tasks for the Center
- Oversee and ensure project is operated in compliance with federal requirements
- Ensure all project work is conducted with a Diversity, Equity, and Inclusion (DEI) lens, which includes ensuring accessibility for those who have limited English proficiency and who have disabilities
- Coordinate and prepare semiannual progress reports to the federal funder, and review quarterly financial reports for accuracy and completeness
- Work with the project evaluator to help support their work
- Other Responsibilities:
  - Proactively monitor media and make suggestions at internal "What's Happening Meeting" to share relevant articles and resources
  - Assist with organization-wide events planning
  - Other duties as assigned

**Knowledge, Skills, and Abilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required (or preferred where noted).

- Master's, JD or other advanced degree in nonprofit management or related field preferred
- At least five years professional experience in a project management role for a nonprofit organization or government agency
- Strong interest in issues impacting grandfamilies, including DEI, with experience in those issues
- Ability to interpret, analyze and draw conclusions from data
- Understanding of basic principles of project evaluations
- Excellent organization skills, ability to multitask, and attention to detail
- Strong written and verbal communication skills
- Flexible, with high level of motivation and initiative
- Strong interpersonal skills and ability to work effectively under pressure in both a team setting and individually
- Well versed in Microsoft Office products, Monday, or other project management software
- Strong professional ethics
- Support of Generations United's mission
- Ability for some flexible hours and travel
- Ability to work in the Washington, DC headquarters office is strongly preferred - the office is currently open with remote work flexibility due to the COVID-19 pandemic

**Working Conditions:**

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works in office setting. Interacts with staff, the public, consultants, and outside vendors. May be subjected to interruptions throughout the workday.
- While performing the duties of this job the employee is frequently required to sit, use hands to finger, handle, or feel and talk or hear. The employee is expected to use a handcart, move, or lift items up to 25 pounds. Running errands on foot is occasionally required. The vision requirement includes close vision.

**Equal Employment Opportunity:**

Generations United is committed to equal employment opportunity for all individuals. No employee or applicant for employment shall be discriminated against on the basis of race, color, religion, conscience, national origin, disability, age, and sex (including gender identity, sexual orientation, and pregnancy) and any other personal characteristic protected by federal, state, or local law.

**Classification:** Exempt

**Status:** 100% FTE

**Reports To:** NTAC on Grandfamilies and Kinship Families Director

**Salary:** \$90,000 annually with excellent benefits

Interested applicants should send a cover letter and resume to [gu@gu.org](mailto:gu@gu.org) by Wednesday, November 17, 2021.