



Because we're stronger together®

### Position Posting

<b>Position Title:</b>	Senior Manager, National Center on Grandfamilies.
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#### Summary:

Generations United's National Center on Grandfamilies is seeking a Senior Manager to join our results-oriented team.

#### Description:

The Senior Manager, National Center on Grandfamilies is responsible for managing a cross-site Kinship Navigator Collaborative program and evaluation, grants and contracts for the Center, overseeing/managing grandfamilies' engagement, creating and ensuring the quality of the Center's publications and website content, and supervising staff and consultants working on relevant projects. The senior-level position will work with the organization's management team to participate in fundraising and budgeting functions of the Center.

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

- Manage a cross-site Kinship Navigator Collaborative (KNC) of four states and three national organizations, including overseeing program and evaluation committees, planning and leading collaborative calls, providing technical assistance to participating states, and collaborating with national partners.
- Manage the professional grandfamilies advisory group of national, state, and local agencies and organizations.
- Manage grants and contracts, including nurturing funder relationships, overseeing deliverables, writing proposals and reports, and reviewing financial statements.
- Oversee the development of grandfamilies publications, including the Annual State of Grandfamilies report, fact sheets, and educational materials
- Actively apply a diversity, equity and inclusion lens to all aspects of the work including through the use of the Racial Equity Impact Analysis tool
- Supervise staff and consultants working for the National Center on Grandfamilies
- Manage GRAND Voices and other grandfamilies engagements
- Manage and provide training and technical assistance as needed
- Manage the program's website [www.grandfamilies.org](http://www.grandfamilies.org) in partnership with the ABA Center on Children and the Law including writing website content
- Participate in federal grandfamilies advocacy meetings and activities as needed.
- 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).

- Masters or other advanced degree preferred, legal experience a plus.
- Minimum of five years relevant experience, including experience with grandfamilies.
- Experience managing professional staff and projects.
- Employment and/or community experience working with and engaging diverse populations to meet their unique needs and address population disparities.
- Excellent computer skills and proficient in Microsoft Word, Excel, PowerPoint, and virtual team meeting technology.
- Excellent research and analytical skills. Able to research, analyze and understand complex policy issues and process information accurately and efficiently.
- Excellent oral and written communication skills.
- Excellent organization skills, ability to multitask, and attention to detail.
- Flexible, with high level of motivation and initiative.
- Strong interpersonal skills, ability to work effectively under pressure in both a team setting and individually.
- 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:** Deputy Executive Director

**Salary:** \$63,000 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.