



*“Christ has no body now but yours. No hands, no feet on earth but yours. Yours are the eyes through which he looks compassion on this world. Yours are the feet with which he walks to do good. Yours are the hands through which he blesses all the world.” - Teresa of Avila*

## **Agency Description**

Embrace is a 501c3 nonprofit ministry based in McKinney, Texas. The vision of the organization is *a loving, stable home for every child*. The mission of the organization is connecting willing hands with opportunities to serve children in foster, adoptive and kinship care. Embrace works to recruit and retain foster and adoptive parents, and support teens who “age-out” of foster care. Embrace is deeply involved in the Collin County community, partnering with Christian congregations and nonprofits to create a continuum of care for children. Intentionally small-staffed, Embrace creates a platform for caring individual volunteers, small groups, and churches to be the “hands and feet” of Jesus to children and families in our community.

## **Position Summary**

The Director of Programs is a dynamic, energetic, driven individual passionate about creating a safer community for children. He/she compassionately ministers directly to children, caregivers, caseworkers, and volunteers through a variety of Embrace events and programs. The Director connects, equips, and empowers local churches to support and wrap-around foster, adoptive, and at-risk families in their congregation and the community.

As part of a small nonprofit team, flexibility and a “can-do” spirit of teamwork are key. The Director of Programs aides in the development efforts of the organization to secure funds, donations (both monetary and in-kind), and grants to meet the budgetary requirements of the program department, and wisely stewards available funds for maximum impact in the community.

The Director of Programs recruits, trains and retains volunteers serving the ministry in a variety of roles, with a goal of ensuring the ministry is always staffed with the best and most reliable individuals. He/she is constantly assessing the ever-changing needs of the ministry’s clients and exploring innovative solutions to issues that put children in the community at risk. He/she collaborates with local resources and partners to create synergy and avoid duplication of efforts.

## **Job Responsibilities**

### **Program Management and Development**

- Work with the Executive Director to develop and manage effective programs that align with the agency mission, vision and commitment to excellence
- Establish consistent, objective program evaluation measures

- Connect with local, Christian congregations to build volunteer capacity, church-based ministries, and Embrace Church Network membership
- Assist the Director of Operations in acquiring funding and in-kind donations to sustain programs, write proposals, and offset program costs
- Collaborate with the Executive Director to ensure accurate information is conveyed and available on all Embrace websites, social media and print materials
- Write training literature and presentations to equip volunteers and peers in ministry
- Ensure all programs/services are trauma-informed, child-centered, and adhere to best practices and agency core values/philosophy of service
- Participate in monthly Embrace Team staff meetings

### **Volunteer Coordination**

- Provide a wide range of volunteer opportunities within the organization
- Survey staff regularly to assess needs for volunteer assistance and appropriately staff with trained volunteers
- Develop and maintain volunteer job descriptions, handbook, policies, procedures, orientation and standards
- Organize and participate in volunteer recognition programs and events
- Maintain accurate records and provide statistical activity reports on volunteer participation

### **Community Involvement**

- Identify and leverage opportunities to share the mission and good work of Embrace
- Build relationships with Child Placing Agencies, Child Protective Services, state and local government, churches, and peer nonprofits
- Foster statewide collaboration and advocacy with sister organizations

### **Requirements**

- Preferred: Bachelor's degree or higher in Child Development, Social Work, Volunteer Coordination or related degree
- Preferred: minimum of 5 years of experience in non-profit management, child welfare, volunteer coordination, church ministry, social work, or program management
- Demonstrate understanding of:
  - child development
  - therapeutic parenting/discipline/attachment models for neglected or abused children
  - child abuse and neglect, child welfare system in Texas
- Proficient in word processing, database/spreadsheet management, Apple hardware and applications, social media
- Excellent verbal and written communication skills with exceptional attention to details
- Approved background check
- Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth
- Committed to Embrace's standard of service, "Excellence in all things, and all things to the glory of God"
- Passion for Embrace's mission

## **Physical Demands**

The Embrace office is located on the second floor of the Historic Pope Building, accessible only by staircase. The employee must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects up to 50 pounds, and often outdoors.

## **Position Details & Compensation**

Director of Programs is a full-time, exempt position. Typical days and hours of work are Monday through Friday, 8:00 am to 4 pm. Meetings and events often take place during evening and weekend hours. Salary commensurate with qualifications and experience between \$40,000 - \$50,000. Additional benefits include paid vacation days and holidays, paid personal days, health insurance stipend, and supplemental insurance.

## **Contact**

To apply, submit a resume and cover letter to:

Denise Kendrick, Executive Director  
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Embrace Waiting Children Inc. is 501c3 non-profit organization recognized by the State of Texas and Internal Revenue Service and an equal opportunity employer.