

FRIENDS OF THE CHILDREN'S JUSTICE CENTER OF OAHU PROGRAM MANAGER JOB OPENING

Reports to: Executive Director (if no Executive Director, then FCJCO Board of Directors)

Status: Non-Exempt

As the non-profit partner to the Children's Justice Center of Oahu, the Friends of the Children's Justice Center of Oahu (FCJCO) provides the Center with resources to help children from the moment they arrive for a forensic interview. In addition to providing items and services for the children served by the Center, the FCJCO equips the Center with furnishings and supplies that create and maintain a facility where children feel safe as they start their journey towards healing.

The Program Manager manages the FCJCO's daily operations, supervises a small staff and any volunteers, and represents the FCJCO to the community including partner agencies and donors. The Program Manager receives and implements directives from, and is subject to the supervision and oversight of, the Executive Director (if no Executive Director, then FCJCO Board of Directors).

Essential Functions

- Liaison with the Children's Justice Center of Oahu (CJC) and Other Professional Partners. Maintain good working relationships with CJC and partner agencies. Evaluate and address ongoing needs of CJC and partner agencies. Replenish CJC support needs including petty cash and gift card balances.
- Management of Ho'ola Na Mana'o (HNM) Program and Other Programs in Support of Child Victims. Recommend guidelines for HNM Program. Implement guidelines and HNM committee directives. Supervise Program Coordinator's duties including maintaining confidentiality of client records, picking up items (monetary or in-kind) for clients, transporting and storing items for Holiday Gift Project, retrieving items from on-site closet at CJC, and assembling foster care bags.
- Community Outreach. Design and make presentations (Rotary Club, media opportunities, schools, community service groups, etc.). Give orientations to visitors. Develop and implement strategies and plans for collaborative awareness activities in April, staff Heroes of Hope training/luncheon, and other events. Maintain and develop continuing ideas for FCJCO website and social media. Create and revise donation guidelines/criteria. Provide access to off-site storage unit. Write articles for newsletter. Identify and communicate with potential donors. Establish and maintain donor database.
- Fundraising. Attend regular fundraiser committee meetings. Serve as co-event manager and act as liaison for committee and co-chairs. Manage sub-committees and staff fundraiser event. Oversee all fundraiser volunteers. Seek additional fundraising opportunities.
- Grant Writing and Management. Identify and analyze grant opportunities. Write and submit grant applications. Oversee administration of all grants, including but not limited to completing all grant reports and other requirements of the funder.
- Supervision of Employees and Volunteers. Give orientation, directions, and assignments to Program Coordinator. Receives time sheets/input hours for payroll. Acts as liaison

with ProService or other payroll service provider. Recruit, maintain, and oversee volunteers for on-going and special projects.

- Maintains Records and Materials for Audits and Other Business Purposes. Collect, organize and maintain fiscal, organizational and corporate documentation required for all audits. Serve as liaison with auditors. Coordinate audit or field work schedule, workspace, and other needs. Process requests for payment from all grants procured by FCJCO and CJC. Review check requests for propriety, prepare checks, obtain signatures by authorized check signers, and ensure timely disbursements. Maintain check disbursement log and account spreadsheet by funding source, reconcile monthly bank statements, and collect and maintain information required for the filing of all tax returns.
- Communications with Board and Maintenance of Corporate Records. Attend and participate in Board meetings (monthly and as otherwise scheduled). Identify and prepare relevant information for Board, and maintain phone and email correspondence with Board members and committees. Maintain copies of organizational and fiscal documents (including meeting minutes, Board resolutions, insurance policies, tax records, grant applications, reports, etc.).
- Other duties as assigned by the Executive Director (if no Executive Director, then FCJCO Board of Directors).
- Attendance. Maintain regular and predictable attendance. At times may have to work outside normal business hours.

QUALIFICATIONS

- Bachelor's degree
- Competent with computer programs, including email, Word, Excel, and Mail Merge
- Excellent written, verbal, and interpersonal communication skills
- Available transportation during work hours with proof of driver's license and car insurance (to run errands and transport items for projects or events)
- Honesty, integrity, and ability to work both independently and cooperatively with others including partner professionals and volunteers
- Excellent organizational skills
- Ability to multi-task and meet deadlines
- Flexibility to occasionally attend after hour/weekend events or meetings (or otherwise to perform duties beyond normally scheduled hours)
- Must pass a background check
- Two positive professional references
- Nonprofit or social services experience preferred
- Website and social media maintenance experience preferred

To apply, please email your cover letter and resume to info@fcjcoahu.org and include "Program Manager" in the subject line.