

Job Title: Assistant Executive Director

Organization: The Attic Foster Network

Location: Midland/Odessa, TX

Job Description: The Attic Foster Network is seeking an individual that has a heart to see the Church and her people step into the role of caring for the local families in crisis, children in foster care, adoptive homes, and those emancipating out of the foster system.

Primary Function: Assist in the oversight of the operations and administration of The Attic's programs within the Permian Basin Counties of DFPS Region 09. Assist with the overall strategy, budget development, and performance of The Attic. This individual will work with Child Placing Agencies, child and family service organizations, churches, other nonprofits, and private companies to provide the best outcomes for children and families in the Permian Basin.

Responsibilities and Task: More than half of the children that come into care from our catchment area will be placed over 100 miles away from home. Families are being ripped apart, while the local churches can do so much more to stop this. The Assistant Executive Director should wake up every morning with this burden and ask how they can make a difference today through the work of The Attic Foster Network. Some of the specific responsibilities will include but is not limited to the following:

- Must have an active relationship with Jesus, see the Church as a large part of the solution for the local foster crisis, and be in good standing with a local church.
- Currently or willing to become an expert on the Texas foster care system and the stages leading up to and following a child's time in care.
- Able to represent The Attic to churches, nonprofits, Child Placing Agencies, government offices, legislative officials, businesses, and the community at large.
- Establish and maintain organizational policies that will improve outputs and connections to local churches.
- Assist with financial oversight for The Attic, managing the books. Monitoring both revenue and expenses. Manage Payroll and HR Functions.
- Able to conduct staff meetings for projects or in place of Executive Director.
- Programmatic Maintain and report service impact to the public and DFPS monthly.
- Will become The Attic's champion for The Attic's Care Network and CarePortal. Understanding communication workflows and willing to troubleshoot problems with caseworkers and families.
- Able to lead and instruct local churches on their Orphan/Adoption/Foster Care Ministries. Seek to grow The Attic's partnership with churches in the Permian Basin, increasing the number of churches serving and the depth to which they serve. Seek to develop the scope of The Attic's programs with new innovative programs. Assist with groups when needed.
- Establish weekend and weeknight rotations.
- Collaborate with The Attic's Board and other stakeholders for strategic planning and direction for business operations and program evaluation.

- Fundraising Lead fundraising events. Assist with grant proposals and foundation relations. Assist with donor relations and acknowledgment. Assist with in-kind donations, record-keeping, and acknowledgment.
- Looking to the Future Must be willing to see the position grow to full-time by 2022 or sooner.
- Demonstrates adequate leadership to supervise employees.

Qualifications: Must have an active faith in Jesus Christ and adhere to The Attic's Statement of Faith. If not already an expert, the candidate must be willing and able to become an expert on the DFPS Processes. Good organization skills, be a self-starter, taking the initiative to find work, and pursue our constituency. Good communication skills and phone presence. Able to learn multiple online computer programs (GSuite, Eventbrite, Canva, a CRM, QuickBooks, etc.). Hold a bachelor's degree. Hold a valid driver's license in the State of Texas. Maintain Insurance on Personal Vehicle Not required but would be beneficial if the applicant held a master's degree in social work, nonprofit management, or biblical studies had experience with a Child Placing Agency.

How to Apply: Interested candidates should submit a cover letter with a resume to Matt Waller at matt@theatticfn.org. For questions, please feel free to call him at 432-254-6230.