



Fatherhood Academy

Job Description – Fatherhood Director

Summary: The Fatherhood Director is tasked with overseeing the operation and development of the Fatherhood Academy. This includes, but is not limited to, implementing dad programs; providing pregnancy decision counseling for men at You Medical; developing a creative, positive culture around for the team and dads; innovating effective means to engage men with marketing; training volunteers; building and nurturing positive relationships within the community for the purpose of collaboration and fund-raising.

Reports to: You Medical's Executive Director

Supervises: The Fatherhood Academy staff and volunteers

Typical Hours per Week: Full-time Salary Position

Qualifications:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
2. Exhibit strong commitment and dedication to the pro-life position, marriage, and sexual purity.
3. Agree with and be willing to uphold the Statement of Faith, Statement of Principle and policies of the Fatherhood Academy and You Medical.
4. Be self-motivated, dependable, responsible and organized. Be able to carry out responsibilities with little or no supervision.
5. Have at least a bachelor's degree, preferably in a related field, or related experience equivalent.
6. Have leadership experience, preferably in a non-profit or ministry setting.
7. Exhibit strong skills in interpersonal communication, problem-solving, public speaking, writing, and effective media relations.
8. Must be able to maintain confidentiality as it relates to clients, donors & other ministry business.



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Major Responsibilities

1. Provide leadership, direction, encouragement, and prayer support to the dads and the team.
2. With the Executive Director and other relevant staff of You Medical, develop and revise procedures necessary for consistent referrals and collaboration between You Medical and the Fatherhood Academy.
3. Facilitate effective training for Fatherhood Academy staff and volunteers.
4. Oversee effective and timely data entry and data tracking for all program participants.
5. Recruit new volunteers for a variety of positions, depending on need.
6. Ensure proper handling of phone calls and other contacts
7. Communicate effectively with donors and community partners regarding Fatherhood Academy needs, events, and developments.
8. Be proficient with client database including appointment scheduling, data entry, and volunteer/staff management.
9. Plan and participate in fundraising events, grant applications, and partner meetings.
10. Work with Executive Director and other staff to evaluate, select, and maintain educational materials and resources for client use.
11. Delegate projects and responsibilities, as possible, for the successful operation of the Fatherhood Academy.
12. Annually assess and evaluate individual volunteer performance.
13. With the Executive Director, develop and cast the vision and strategy for the Fatherhood Academy.
14. Other duties as assigned.