



RECRUITMENT REDEFINED.

**The Foster Alliance  
Administrative and Project Manager**

**3110 E. Thunderbird Rd, Suite 100  
Phoenix, AZ 85032**

<https://thefosteralliance.org/>

**COMPANY HISTORY & OVERVIEW:**

The Foster Alliance (TFA) supports the foster care community by providing essentials to benefit children on the foster care journey believing all kids deserve a chance to win! Therefore, our vision is that every child on a foster care journey thrives. Always.

Team members bring their individual strengths to complement TFA's mission and values. Each team member has a specific role as we strive to create a culture within the organization that is creative, human-centered, and innovative.

**MISSION:** To support the foster care community by providing essentials to benefit children in foster care.

**BUDGET:** \$5.5 Million

**TOTAL STAFF:** 17

**POSITION DESCRIPTION:**

The Administrative and Project Manager is a newly created position reporting directly to the President & CEO and will play a crucial role in ensuring the smooth operation of our organization by handling administrative tasks and overseeing project management activities. This role requires a highly organized individual with strong communication skills and a proven ability to manage multiple projects simultaneously.

**ESSENTIAL FUNCTIONS:**

**Project Management:**

- **Project Planning:** Develop project plans, including timelines, milestones, and resource allocation.
- **Execution and Monitoring:** Implement project plans, monitor progress, and make adjustments as needed to ensure successful completion.
- **Team Coordination:** Collaborate with staff and volunteers to ensure effective communication and coordination on project tasks.
- **Reporting:** Track project outcomes, prepare status reports, and present updates to the CEO and stakeholders.
- **Resource Management:** Allocate resources efficiently and manage project budgets within specified limits.

**Administrative Duties:**

- Scheduling and Coordination: Manage calendars, schedule meetings, and coordinate logistics for internal and external events.
- Document Management: Prepare, review, and maintain organizational documents, reports, and correspondence.
- Office Management: Oversee daily operations of the office, including managing office supplies, equipment, and facilities.
- Financial Administration: Assist with budget tracking, expense reporting, and financial documentation.
- Liaise with other departments and external partners to facilitate the executive's responsibilities.
- HR areas of support including assisting with onboarding new employees, manage payroll through Paylocity, use HR Wise.
- Oversee vendor management including: Computers/IT, phones, landscaping, pest control

Other duties as needed or assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Excellent communication and customer service skills.
- Good organizational and multitasking skills.
- Strong initiative and self-motivation.
- Proficient in MS Office and comfortable with technology.
- Ability to establish and maintain effective working relationships with a range of people from staff to volunteers to clients.
- Flexible and able to meet changing needs and demands.

**EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Business Administration, Non-Profit Management, Social Services, or a related field. Relevant experience may be considered in lieu of a degree.
- A minimum of five to ten years of relevant administrative and project management experience.

**BENEFITS**

This position is eligible for medical, dental, and vision benefits, as well as 403b matching. Must be willing to work flexible hours and days, and evening and weekend hours as needed.

**The Foster Alliance is an equal opportunity employer and values a diverse workforce and an inclusive culture.**

## WHY CONSIDER THIS OPPORTUNITY?

- To be a part of a mission that directly affects and improves the lives of foster children across the state of Arizona.
- An excellent opportunity to be part of a team that will lead this vital nonprofit to the next level utilizing innovation, design thinking, quality improvement strategies and change management approaches.
- TFA is the largest provider of basic necessities for children in foster care in Arizona with exceptional results. 2023 year-end results supporting over 8,328 kids.
- The chance to work with exemplary employees and serve alongside volunteers who genuinely care and readily have a “can-do” approach.
- Competitive compensation and benefits package including employer paid health insurance, employer paid disability, employer paid life insurance, company matching up to 4% of 403(b) retirement program, and employer paid gym membership.
- Continued growth opportunities as the organization continues to enjoy strategic growth both geographically and
- To have an opportunity to make a difference in the lives of many!

### For more information, please contact:

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