



RECRUITMENT REDEFINED.

**The Foster Alliance  
Program Manager – Northern Arizona**

5200 E Cortland Blvd, Unit B5

Flagstaff AZ 86004

<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.

**POSITION DESCRIPTION:**

The Program Manager – Northern Arizona will work out of our Flagstaff, AZ office supporting the important work of TFA making sure current programs (Basic Essentials, Birthday Dreams, LSI, etc.) and community relationships are both maintained and strengthened. This balance will be reached with a focus on quality customer service while delivering programs and community engagement with a “just in time” approach. Success will be measured based on inventory matching client needs, community engagement furthering mission strategies, and the foster community's current and future needs are heard throughout the region.

**DUTIES & RESPONSIBILITIES:**

1. Maintain and develop TFA's presence in Northern Arizona as a “top of mind” and trusted partner throughout the region, especially with AZ DCS and Tribal Nations.
2. Manage all aspects of the Flagstaff office including programs and services, space management, inventory, volunteers, client engagement, and community relationships to best serve the foster community in Northern AZ.
3. Coordinate regional product pick up and deliveries to support the programs and services operating out of the Flagstaff, AZ office to include, as needed, driving the TFA mobile unit (RAM ProMaster 3500) to designated locations to support AZ DCS and Tribal Partners.
4. Support the VP of Operations & Strategic Alignment as it relates to program and service oversight and community engagement on a project-by-project basis.
5. Support TFA through various cross-departmental opportunities bringing a “can-do” approach with a focus on quality and customer service on a project-by-project basis.
6. Other duties (5%)
  - a) All positions are expected to support inter-departmental cross training. At times, additional tasks are required, and employees are expected to be flexible and adjust to benefit the organization's mission.
  - b) Maintain ongoing and open communication with one's supervisor as well as other leadership and colleagues!

## **EDUCATION & EXPERIENCE**

- A college degree is required for this position.
- Demonstrated leadership experience within a non-profit setting with supervisory experience preferred.
- Experience in managing complex projects simultaneously is necessary.
- Proficient in MS Office computer applications (MS Word, Excel, etc.) and other general office software.

## **SKILLS, ABILITIES & ATTRIBUTES**

- Skills:
  - Dynamic leader who is able to engage others by being human-centric
  - Outstanding organizational skills
  - Excellent written and verbal communication
  - Good interpersonal skills
- Abilities:
  - Work on a desktop and/or laptop computer for multiple hours a day
  - Comply with TFA policies and procedures
  - Interact with clients in a busy environment including, but not limited to, lifting up to 40lbs
  - Maintain confidentiality at all times
  - Have a current AZ driver's license with a clean driving record and be willing/able to drive/operate our RamProMaster 3500
- Attributes:
  - Creative problem solver
  - Dependable team player
  - Adaptable/flexible while working on focused tasks
  - Detail-oriented while understanding how tasks relate to overall mission
  - Embraces new challenges in support of organizational success

## **COMPENSATION & BENEFITS:**

- This is a full-time salaried position with an annual salary range of \$58,000 - \$75,000.
- Benefits package including employer paid health insurance, company matching up to 4% of 403(b) retirement program, and employer paid gym membership.
- Full access to TFA's comprehensive benefits package per the Benefit Fact Sheet.

## **WORK HOURS & ENVIRONMENT**

This job regularly operates in a professional office environment and warehouse environment near outside weather conditions. The role routinely uses standard office equipment such as assigned workstation, computer, phone, copier, and file cabinet. Must be willing to drive various distances for meetings, programs, or as needed and have a clean driving record and willingness to operate/drive our TFA vehicles and has a physical ability to lift and move various size containers weighing up to 40 lbs. In addition, this position requires a minimum of a 40-hour work week, including evening and weekend hours as needed.

## CONCLUSION

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by the job holder. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. TFA reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.

**TFA 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.
- This is a newly created position with the exciting opportunity to expand their programs in the Flagstaff market.
- 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 compassionate, mission-driven employees and serve alongside volunteers who genuinely care and readily have a “can-do” approach.
- Continued growth opportunities as they expand!
- To have an opportunity to make a difference in the lives of many!

### For more information, please contact:

Nicole Gruenhaupt  
Senior Executive Recruiter  
(602) 899-9294  
[ngruenhaupt@duffygroup.com](mailto:ngruenhaupt@duffygroup.com)

Colleen Neese  
Practice Director  
(602) 802-8329  
[cneese@duffygroup.com](mailto:cneese@duffygroup.com)