



The Attic Foster Network
PO Box 8022
Midland, TX 79708
432-296-1360
shauna@theatticfn.org

Job Title: Program Director
Location: In Office, on location, and remote
Reports to: Executive Director
Employee Status: Full-time Salary Exempt

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 local families in crisis, children in foster care, adoptive homes, and those emancipating out of the foster system.

Basic Function:

Engage the local churches in the Permian Basin to become involved with solving the orphan crisis. This individual will create, build, and maintain relationships with local churches and encourage and educate them in their role in caring for children in the foster system. 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

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. Our Program 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 are not limited to:

- **Will oversee the implementation of The Attic's programs**
 - Orchestrate and lead The Attic's Care Network and CarePortal
 - Understanding communication workflows and willing to troubleshoot problems with caseworkers, churches, and families
 - Seek out ministry partners to help serve local families
 - Recruit, nurture, and evaluate relationships with churches and engage them in our programs
 - Assist with nurture campaigns and create lead generators
 - Lead the effort to implement Trauma Informed Care curriculum for churches in TAFN entire service area with collaboration from organization staff and leadership
 - Regularly assist with and lead volunteer groups which includes some weekend and weeknight hours

- **Fundraising**
 - Seek out new funding sources (individuals, churches and foundations)
 - Assist with fundraising events
 - Assist with grant proposals and foundation relations
 - Assist with donor relations and acknowledgement

Qualifications

- 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 are or is willing to become an expert on 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
- Good organization skills
- Able to be a self-starter, taking the initiative to find work and pursue our local constituency.
- Good communication skills, great phone presence, and public speaking skills
- Able to learn multiple online computer programs (GSuite, Eventzilla, Canva, ActiveCampaign, QuickBooks, etc.)
- Holds a Bachelor's Degree
- Holds a valid drivers 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

Interested candidates should submit a cover letter with a resume to Shauna Todd at shauna@theatticfn.org. For questions please feel free to call her at 432-296-1360.