



San Rafael, CA
Serving Marin, Sonoma, Napa and Solano
Since 1983

Director of Programs

Salary: \$80,000-\$90,000 if full time, annualized

Competitive Benefits

Location: San Rafael, CA required

Full-time/Part-time (70% - 30 hours per week minimum) considered

Organization Overview

Matrix Parent Network, a nonprofit located in San Rafael, CA, has provided support to parents and families with children with special needs since 1983. Our budget is approximately \$1 million. Serving Marin, Sonoma, Napa and Solano counties, we provide critical forms of support to parents, including a parent call-center, family resource center, support and referrals to parents, educational workshops, peer support in English and Spanish, educational materials, and support to parents and families during IEP/school meetings. We are excited about new opportunities to expand our services to families with children with special needs.

Matrix is funded through the CA Department of Developmental Services, CA Dept of Education and the Federal Office of Special Education Programs. We work in partnership with related organizations throughout the Bay Area.

Position Summary

The Director of Programs supervises and manages a team of Parent Advisors and two program managers. The Director leads the team to achieve the activities and goals of several state and federal grants that provide important outreach, education, referral and engagement services for families. The Director participates in program model revision planning, program creation and planning, curriculum development and implementation, state and national team meetings with other regions, and is seen as a key decision maker and contributor to the field of special needs and special education. In addition, the Program Director may provide direct services to clients as needed and meets with staff of the county Regional Centers and school districts/offices of education to advocate for these and added services. The Director ensures that all grant deliverables are met and grant reports are filed with the appropriate agencies.

Our ideal candidate is a highly motivated and energetic team builder with experience managing people in a positive and inspiring manner, who is forward thinking and passionate about the delivery of services to our client families. The candidate sees her/himself as a change maker who advocates for the client community and builds coalitions that lead to system and process changes. The candidate has demonstrated knowledge and experience with related service systems and possesses an understanding of the parents' perspective of disabilities issues.

Responsibilities and Duties

- Manage 2-3 state and federal grants and contracts of approximately \$600,000 that fund family empowerment centers and educational and supportive programs for the client community
- Produce program reports to funding agencies and ensure grant deliverables are achieved
- Oversee recruiting and training of new Parent Advisors (PA)
- Assist with mentoring Parent Advisor managers and PA staff
- Assist with coordination of PAs schedules, Helpline shifts and summer projects
- Conduct and/or organize PA group and individual meetings, annual reviews, and professional development, including use of Data Management system
- Develop and update procedures for data entry, responding to helpline calls and consults, workshop delivery.
- Create and maintain workshop calendar for clients and the community
- Initiate and maintain collaborative relationships with related community agencies and institutions to create an excellent continuum of care for clients
- Attend community meetings with key stakeholders to represent Matrix programs
- Provide some direct service/education to parents and professionals regarding related issues and concerns
- Maintain accurate and up-to-date knowledge of disabilities, special education, and services available
- Work with Communications staff to determine online presence and content
- Write articles and contribute resources for newsletters, materials and publications

Qualification and Skills

- BA/BS in Education, Health, Social Work, Special Education or a related field required
- Minimum of 4 to 6 years of experience at a director level, supervising staff and being accountable for achieving and timely reporting of contract goals
- Experience working within government or nonprofit organizations
- Expertise and passion for working with families with disabilities and knowledge of special education
- We encourage a parent, guardian, or sibling of a child with a disability to apply
- Excellent communication skills, both written and oral
- Excellent interpersonal skills with demonstrated skills in leading and building teams as well as working independently
- Ability to manage multiple priorities
- Good computer skills
- Evidence of extraordinary understanding of disability issues and working with families in crisis

Benefits and Salary

- Salary Range \$80,000 to \$90,000 if full-time, DOE, (Prorated for part time), minimum of 28 hours per week required (70% time)
- Health/Medical Benefits
- Paid Vacation and Sick Leave
- Partial remote with some flexibility with schedule during business hours

Empowering families of children with special needs for 39 years - 2400 Las Gallinas Avenue,
San Rafael, CA 94903 www.matrixparents.org

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin or any other status protected by applicable laws or regulations.

To Apply

Submit cover letter and resume to: beths@matrixparents.org

- Cover letters are required for consideration of application. Please summarize your interest in the position and how your experience and skills match the requirements. Please also confirm your preference for full time or part time.
- We will contact all candidates whose background and experiences are specifically relevant to the position and meet our requirements.

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