

Programs Associate Position Description

Reports to: Director of Programs

Classification: Full-time, exempt

Compensation: \$72K/year

Summary: The Programs Associate oversees designated Child-focused Community Development Programs in Forward Edge locations.

Position Impact

1. A personal life of integrity, a walk with God in humility, and a professional competency that fosters trust and confidence among all who are part of Forward Edge.
2. Healthy relationships and communication with all staff, board members and US partners, because of a strong and growing faith in Jesus Christ, exemplified by the fruit of the Spirit (Galatians 5:22-26).
3. Guidance and oversight for designated programs and potential new programs that result in the accomplishment of the mission of Forward Edge and the realization of the vision for each program.
4. Effective strategic plans created and implemented in collaboration with the Director of Programs and our International Program Directors, incorporating best practices in community development.

Areas of Responsibility

A. Spiritual

1. Maintains close, growing relationship with Jesus Christ.
2. Managerial: Uses biblical principles of integrity and leadership in directing staff and volunteers.

B. Oversight of Community Development Programs

1. In cooperation with the CEO, Director of Programs, and Leadership Team, provides oversight of FEI's Child-focused Community Development programs in designated locations.
2. Evaluates the ongoing vision for these locations with the CEO, Director of Programs, Leadership Team, and International Program Directors.
3. Provides spiritual care and encouragement to International Program Directors, location staff, and missionaries in designated locations.
4. Assists in training international program staff on best practices in community development, child protection, professional staff development, and other topics as necessary.
5. Assists in creating yearly program budgets and tracking expenditures.
6. Assists in identifying resources that can strengthen our community-development programs.
7. Assists in ongoing efforts to refine policies and procedures regarding our community-development programs.

8. Assists in creating and analyzing metrics for our community-development programs.
9. Helps pursue funding for FEI programs in all locations.
10. Works with CEO and Leadership Team to strengthen the overall “brand” of FEI as it relates to both our community-development and mission-team programs.
11. Travels to designated Forward Edge program locations annually (~4-6 per year).

C. Support of FEI Mission Team Coordinators

1. Works closely with Mission Team Coordinators for FEI teams to locations to ensure consistent team impact and support of our ongoing programs.

D. Support of Church Partnerships

1. Collaborates with the Director of Mobilization and Mission Team Coordinators to develop and maintain strong relationships with the leaders of churches who support our programs.

E. Professional Development

1. Participate in ongoing professional development training, including, but not limited to, conferences, seminars, webinars, reading, and classes.

Qualifications:

- A committed Christian in agreement with FEI’s statement of faith: <https://www.forwardedge.org/about-us/>
- A history of successfully overseeing international community-development programs to include strategic plans, budgets, impact tracking, etc.
- Able to work well in multi-cultural relationships and environments
- Effective supervisory skills and ability to work well across many departments
- Strong oral and written communication skills
- Strong pastoral and relational skills
- Able to analyze project performance and determine course of action to increase future performance
- Strong problem-solving skills, including a willingness to research and probe various leads for solutions
- Able to work on multiple projects simultaneously, work well under pressure, and meet deadlines
- Willing to work extra hours to complete projects on occasion
- Proficient in Microsoft Office suite