



Job Description

Job Title: Strategic Initiatives Manager	
Reports to: CEO	Employment Type: Full Time, Exempt
Compensation: \$70,000 - 80,000 per year	Work Location: Portland, OR Hybrid work available

Oregon Child & Family Center for Excellence is committed to recruiting, hiring, and retaining a diverse staff with a variety of backgrounds. We will honor your unique experiences, perspectives, and identities. We are an inclusive community dedicated to investing in relationships and authentically valuing others.

SUMMARY:

The Strategic Initiative Manager leads the planning, coordination, implementation, and evaluation of grant-funded initiatives that strengthen Oregon's child- and family-serving systems. Working within the Oregon Child & Family Center for Excellence, this position partners with state agencies, youth and family partners, consultants, member organizations, and community stakeholders to implement evidence-based practices, facilitate workforce development, and support systems improvement.

This position manages multiple complex projects simultaneously, ensuring grant deliverables, timelines, budgets, and reporting requirements are met while supporting grant management, statewide events and convenings, stakeholder engagement, and strategic initiatives of the Center for Excellence.

The Strategic Initiative Manager serves as a connector, facilitator, and implementation leader, supporting organizations as they adopt sustainable, evidence-based, and equitable practices while strengthening partnerships and advancing the Center's mission.

ESSENTIAL DUTIES & RESPONSIBILITIES

Project Management & Implementation

- Lead the planning, implementation, and monitoring of multiple grant-funded initiatives.
- Develop project work plans, timelines, budgets, and implementation strategies.
- Monitor project milestones, deliverables, risks, and performance measures to ensure successful project completion.

- Coordinate project meetings, develop agendas, document action items, and facilitate follow-up.
- Prepare and maintain project documentation and ensure compliance with grant requirements and organizational policies.
- Support grant management activities, including reporting, budget tracking, and coordination with funders and project partners.

Partnership Development & Stakeholder Engagement

- Build collaborative relationships with community-based organizations, state agencies, consultants, and community organizations.
- Facilitate communication among project partners to support shared learning, accountability, and successful implementation.
- Represent the Center for Excellence at statewide meetings, conferences, trainings, and partner events.
- Support relationship-building and engagement with partners, participants, funders, and sponsors to strengthen Center initiatives.

Project Specific Responsibilities

- Support development of affirming practices in community-based organizations for LGBTQIAS+.
- Coordinate the development of train-the-trainer certification.
- Support organizations in operationalizing System of Care principles.
- Lead implementation of family engagement in community-based organizations.

Other Duties

- Support strategic initiatives of the Oregon Child & Family Center for Excellence.
- Contribute to organizational planning, event coordination, resource development, and special projects.
- Assist with Center for Excellence trainings, convenings, and stakeholder engagement activities.
- Perform other duties as assigned.

REQUIREMENTS AND PREFERENCES (Including Licenses and/or Certifications)

Required

- Bachelor's degree in Social Work, Public Health, Psychology, Public Administration, Nonprofit Management, Education, Human Services, or a related field; or an equivalent combination of education, training, and relevant professional experience.
- Minimum three (3) years of project management or program coordination experience in child welfare, behavioral health, foster care, public health, education, or another human services setting.

- Demonstrated commitment to equity, inclusion, continuous quality improvement, and systems change.
- Ability to build and maintain collaborative relationships with diverse partners, including youth and family leaders.
- Experience managing grant-funded initiatives and complex multi-partner projects.
- Experience facilitating collaborative meetings, learning communities, trainings, conferences, or cross-sector partnerships while building and maintaining strong stakeholder relationships.
- Proficiency with Microsoft Office 365, telecommunications software (i.e. Zoom, Microsoft Teams, Google Meet)
- Valid driver's license and ability to travel throughout Oregon.

Preferred

- Knowledge of child welfare systems, behavioral health, residential treatment, foster care, family engagement, workforce development, or systems change initiatives.
- Knowledge of trauma-informed care, implementation science, continuous quality improvement, positive youth development, family-driven care, youth-guided care, and LGBTQIA2S+ affirming practices.
- Project Management Professional (PMP), CAPM, Agile, or similar certification.
- Experience working with state agencies, grant administration, or statewide initiatives.

PHYSICAL DEMANDS & WORK ENVIRONMENT

- Work is performed primarily in an office environment at least 3 days a week.
- Frequent computer use and operation of standard office equipment.
- Ability to sit for extended periods while working at a computer.
- Occasional lifting of materials up to 25 pounds.
- Regular travel throughout Oregon, including occasional overnight travel, to facilitate trainings, meetings, and implementation activities.
- Occasional evening or weekend work may be required.

Note: This job description is representative of the major position requirements and is not intended to be all-inclusive. Employees may be required to perform other job-related duties as assigned. The Oregon Child & Family Center for Excellence reserves the right to revise this job description to meet organizational needs.