



SUPPORT FOR FAMILIES
EDUCATION • EMPOWERMENT • EQUITY

Job Description: Deputy Director SF Kids Collaborative

Position available 5/16/2024-6/30/2025

SF Kids Collaborative

Support For Families of Children with Disabilities (SFCD) is a non-profit organization that offers information, education, and support to families who have children with disabilities and special healthcare needs. Support for Families partners with parents (and the professionals who work with them) to ensure children have the services and support to thrive. Support for Families provides a phone line, drop-in center (currently by appointment only), information and referrals, 1:1 service navigation support, limited case management, support groups, parent mentor program, trainings, workshops, community education, special family events, newsletter, and website; all services are FREE for families and are provided in English, Spanish, and Cantonese/Chinese written. Many Support for Families staff are themselves parents of children with disabilities and have personal experience navigating systems for their child.

Position Description

SF Kids, the Interagency Collaborative on Children and Youth with Special Health Care Needs and Disabilities (CYSHCN) brings together caregivers of CYSHCN, youth, and the agencies that serve them to improve the coordination of services and supports in San Francisco. The Deputy Director SF Kids Collaborative works directly with the SFCD Executive Director and coordinators to further the work of the collaborative, including refining, project managing and operationalizing work group goals and leading key technology, communications, evaluation, and data projects. This role will also be a key partner in co-envisioning and operationalizing the next chapter of parent engagement across all projects at Support for Families and creating a runway for parents currently engaged in SF Kids Collab to deepen their engagement with other projects in advance of the conclusion of this round of funding for SF Kids.

NOTE: This position is only available 5/16/2024-6/30/2025

The goal of SF Kids Collaborative is to improve coordination of systems that serve families of children with disabilities and special needs. In this work, we seek to center voices of families of color and of Spanish and Cantonese speaking families who have been historically excluded in system-level decision making.

This role reports to the Executive Director of Support for Families and supervises two part-time coordinator roles as well as consultants.

SF Kids Role Responsibilities

- Ensure workgroups are meeting regularly and that key participants attend meetings where they are needed
- Create and manage projects and workflows for goals/action items surfaced in work group meetings
- Lead work group projects and ensure they are completed on-time and on-budget
- Manage consultants to facilitate Collaborative projects as needed: key projects are still being developed but will likely include a focus on data, communications, evaluation, and technology
- Support the Executive Director, Data Director, and SF Kids members to collect and analyze data from a variety of partners, including documenting data sets, mapping data, and creating data visualizations

- Partner with Executive Director and Coordinators to intentionally engage and facilitate participant attendance at SF Kids Meetings including work groups, consultant meetings, triennial meetings, 1:1 meetings, etc.
- Collaborate with other staff to envision the next chapter of parent engagement at Support for Families (Parent Mentor Program, Support Groups, Volunteering, FVCA, SF Kids, etc.) and help to operationalize a clear runway to ensure current families in SF Kids Collab remain engaged
- Regularly attend partner/stakeholder meetings—this includes many meetings and events that are in-person in San Francisco (CAC, FRC Alliance, individual meetings with stakeholders at GGRC, SFUSD, UCSF, ECE sites, community events, etc.)
- Work with Executive Director to develop a strategy for future funding and structure for SF Kids
- Perform other related duties as assigned

Qualifications and Required Skills

- Exceptional project management experience
- Demonstrated ability to independently manage complex projects
- Accurate financial modeling and budget management
- Experience developing and leading communications strategies (print, web, social, etc.), including impact reports/case studies/business models
- Effective data collection, analysis, and visualizations
- Strong multi-tasking skills
- Deep knowledge of (and ideally lived experience with) the range of services/agencies impacting CYSHN in San Francisco
- High-level proficiency in Microsoft Office and Google Workspace
- Excellent interpersonal communication skills
- Experience working with diverse groups
- Willingness to work evenings and weekends as needed, including event set-up
- Deep commitment to the work of SF Kids Collaborative and the mission and vision of SFCD
- Sense of humor and flexibility
- MBA or MPA strongly preferred

Application Instructions

Email resume and cover letter to [jobs at supportforfamilies.org](mailto:jobs@supportforfamilies.org)

Support Families of Children with Disabilities celebrates diversity and is committed to creating an inclusive environment for all our employees. We encourage diverse applicants to apply.

Support Families of Children with Disabilities does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity or expression), national origin, citizenship status, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or any other category protected by law.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment-qualified applicants with arrest and conviction records.

Support for Families of Children with Disabilities is an Equal Opportunity Employer

Job Type: Full time, exempt

Salary: \$95,000

Benefits:

- Dental insurance
- Flexible schedule
- Health insurance
- Life insurance
- Paid time off
- 401K Retirement plan
- Vision insurance

Schedule:

- 8-hour shift with flextime when evening/weekend work is required
- Hybrid office, currently a minimum of 2.5 days a week in the office required (subject to change)
- There are periodic evening and weekend events in San Francisco (average 2-3/month)

COVID-19 considerations: All employees are required to be vaccinated.

Live Scan and TB test required.

Physical requirements: This job includes set-up/break-down for events, including ability to sit and stand for long periods of time, ability to lift and carry 20 pounds, ability walk at least 1000 feet

Ability to commute/relocate:

- San Francisco, CA 94107: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Microsoft Office Suite including PowerPoint and Excel: 2 years (Advance Skills Required)
- Process mapping software (Lucidchart, Miro, Clickup, etc.) (Preferred)
- Canva and/or other basic design software (Required)

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