

EVERYARKANSAN

Job title	EA Fatherhood FORGE Project Director
Reports to	COO - JOHN BOYD

Job Description

The FORGE Program Director is responsible for the overall management, leadership, and successful implementation of the Fatherhood-FORGE project. The Program Director serves as the primary liaison to the U.S. Department of Health and Human Services (HHS) and other stakeholders, ensuring compliance, quality, and sustainability of the FORGE initiative. This includes:

- Setting the strategic direction, tone, and culture for the team
- Managing staff and supporting their development
- Ensures program fidelity and partnerships
- Oversees budget and performance to meet program objectives and outcomes
- Ensures a strong, positive public image of the program

Duties and responsibilities

The following responsibilities serve as a general guide and are not exhaustive. The ultimate goal is to help fulfill our vision: “**Every Arkansan, chasing their God-given dreams.**”

Program Oversight

- Provide strategic leadership and oversight of all FORGE program activities,
- Ensure alignment with grant goals, objectives, and federal requirements.
- Monitor and evaluate program fidelity, outcomes, and impact
- Implement continuous quality improvement practices.

Partnership Development

- Manage partner site relationships, providing technical assistance and ensuring compliance with program guidelines and reporting standards.
- Represent FORGE at local, regional, and national meetings.
- Build partnerships and advocate for the program’s mission.

Federal Grant Compliance

- Serve as the primary point of contact with HHS, overseeing timely and accurate submission of all required reports and deliverables.
- Lead program budget tracking, forecasting, and financial oversight, ensuring responsible and compliant use of funds.

Staff Management

- Supervise and support program staff
- Provide regular coaching and training on program curriculum and case management
- Performance evaluation to maintain high-quality service delivery.

Long Term Development

- Facilitate strategic planning for program development, expansion, and long-term success.

Curriculum Implementation

- Ensure the proper delivery of 24/7 Dad curriculum
- Model and promote responsible parenting across all stages of the program—before, during, and after cohort participation.
- Implement case management for participants using the Hope Hub system
- Ensure compliance of proper case management

Family Engagement Events

- Lead engagement efforts to develop and host father-child engagement events
- Build relationships and volunteers to implement the events
- Develop a network of parenting support services

Volunteer Engagement

- Build a volunteer mentor base, alumni network and events
- Create opportunities for volunteer engagement across partner organizations and communities.
- Actively recruit and work to bring in more volunteers.

Qualifications

The minimum qualifications required to successfully perform the job are as follows.

Qualifications include:

- Bachelor's degree in social work, public administration, education, or related field (Master's preferred).
- Minimum 5 years of experience in program management, with demonstrated success managing federally funded or large-scale social service programs.
- Strong knowledge of fatherhood engagement, parenting supports, relationship education, and economic mobility strategies preferred.
- Proven ability to lead and supervise diverse teams, build partnerships, and manage complex projects.
- Excellent organizational, communication, and problem-solving skills.
- Experience with budget management and grant compliance.
- Ability to travel locally and regionally as needed.

Working conditions

Let's be honest-this isn't just a desk job. If you're looking for quiet days behind a screen, this probably isn't the right fit. One day you're meeting with a pastor over coffee, the next you're talking with a non-profit leader, leading a training, or sharing ideas from a stage of how to better impact fathers.

While your schedule may follow a rhythm, flexibility is essential. This program is personal-and sometimes unpredictable. When challenges arise (and they will), we're looking for someone who shows up with grace, patience, and a steady heart.

You'll meet people with trauma, heavy burdens, and hard questions. Your role? Listen deeply, lead with love, and reflect EA's values in every conversation.

This work is sometimes messy and full of meaningful moments. If you're ready to walk with people on their journey, we can make an impact on fathers, children, and the state of Arkansas.

Physical requirements

You'll be out and about—traveling to meet with stakeholders, setting up for events, and carrying training materials.

You'll need the stamina to handle long days, the flexibility to adjust on the fly, and the kind of energy that doesn't fade when the calendar fills up. Sitting behind a desk all day? Not likely. You may find yourself walking across campuses, navigating event spaces, or talking with someone in a crowded hallway.

At times, you'll lift or carry materials up to 25 pounds and stand for extended periods during presentations or gatherings. The physical demands aren't extreme but this is a role for someone who's present, engaged, and ready to serve wherever the door is opened. If you're energized by people, purpose, and a little bit of movement-this might be your kind of job.

Expected Hours

This role does not carry strict office hours, but we expect accountability for your time. The current expectation is 40 hours a week.

Direct reports

You will directly report to the EA Chief Operations Officer.

I have received and reviewed this job description and understand the expectations for this role.

Name

Date

Approved by:	Andrew P Davis
Date approved:	October 9, 2025
Reviewed:	October 9, 2025