

FAMILY BRIDGES – Project Director (HEART)



Reports to: CEO

Location: Illinois (Hybrid: Remote and Onsite)

FLSA Status: Exempt | Full-time

Effective Date: October 1, 2025

Position Summary

The Project Director oversees the coordination and administration of all aspects of the HEART program HHS-ACF-OFA-ZB-0109, including planning, organizing, leading, and controlling program activities to ensure successful delivery of services to couples. This includes program design, implementation, staffing, and evaluation in alignment with Family Bridges' mission and the goals outlined in the HRME grant. Salary is \$90,000 per year per federal funding.

Qualifications

- Master's degree or higher preferred
- 5–10+ years of experience in program management and oversight
- Proven track record in supervising teams and implementing federal grant programs

Key Responsibilities:

Plan & Organize

- Design program strategy, goals, and evaluation framework aligned with OFA grant requirements
- Ensure all activities follow organizational policies and federal guidelines
- Oversee compliance, documentation, and alignment with nFORM reporting
- Maintain up-to-date records and reports; liaise with federal Project Officers

Staff & Lead

- Recruit, train, and supervise program staff in collaboration with HR and Executive Leadership
- Provide ongoing coaching, direction, and performance feedback
- Foster community relationships and partnerships for program growth and engagement
- Coordinate logistics for workshops, events, and cross-team collaboration

Manage Budget & Quality

- Monitor expenditures and program budgets in coordination with fiscal agents
- Review financial and performance data to inform decision-making
- Conduct risk assessments and ensure data integrity
- Prepare reports and recommend improvements based on evaluation findings

Supervision Includes:

- Data Manager
- Junior Accountant
- Master Trainer
- Mentoring/Volunteer Coordinator
- Intake & Case Manager Coordinator

Additional Expectations:

- Acknowledge Family Bridges' values and statement of faith
- Model professionalism, cultural humility, and positive communication
- Commit to building a strong, uplifting organizational culture
- Bilingual (English/Spanish) preferred.
- Strong knowledge of trauma-informed practices and culturally relevant pedagogy.
- Excellent communication and group engagement skills.
- Experience with virtual and in-person training/teaching delivery.
- Have legal permanent residency or U.S. citizenship (i.e. proof of authorization to work in the U.S.)

Compensation:

Salary is in line with federal grant budget guidelines. Benefits included following a probationary period. Position contingent on funding.