



Dave Thomas  
Foundation  
for Adoption®

Forever Families for Children in Foster Care

## Position Description

**Position Title:** Manager, Training  
**FLSA Status:** Exempt  
**Prepared Date:** June 2021  
**Reports To:** Director, Training

The Dave Thomas Foundation for Adoption is a national nonprofit public charity dedicated exclusively to finding permanent homes for the more than 140,000 children waiting in North America's foster care systems. Created by Wendy's® founder Dave Thomas, who was adopted, the Foundation implements evidence-based, results-driven national service programs, foster care adoption awareness campaigns and innovative grantmaking.

### STATEMENT OF PURPOSE

In concert with and reporting to the Director, Training to manage the Foundation's child-focused recruitment (CFR) training program; to assure fidelity to the child-focused recruitment model with current contracted agencies while working with states to embed the child-focused recruitment model as best practice for field staff facilitating foster care adoptions; to train stakeholders to reduce barriers to child-focused recruitment in jurisdictions implementing the child-focused recruitment model; to aggressively work toward the goal of dramatically increasing adoptions from foster care through widespread replication of the child-focused recruitment model.

### ACCOUNTABILITIES

1. Supports Director to facilitate the development, testing, delivery and evaluation of the CFR classroom, jurisdictional and judicial, and other child welfare related training; makes recommendations for enhancement of the curriculum.
2. Assists in the proactive dissemination of the CFR curriculum across North America; participates in discussions about the delivery of the curriculum with Foundation leadership.
3. Provides training and technical assistance to child welfare jurisdictions as agreed upon; facilitates associated logistics.
4. Assists in leading CFR training of the Foundation's Wendy's Wonderful Kids contracted agencies, organizations, jurisdictions and states interested in embedding the model as best practice.
5. Supports Director in the creation of the agenda and content for the annual WWK Summit and assists with management of collateral training, venue and registration.
6. Provides timely, accurate and effective reporting to the Director, Training.

7. Contributes to the design, implementation, troubleshooting and updating of content in Learning Management System.
8. Assists in development of additional training resources, including webinars, instructor-led courses and practice tools for enhancement of CFR and other child welfare related education to the learning management system end user.
9. Performs other duties as necessary or assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Robust in-person and virtual training experience, preferably in a child welfare environment.
- Proficiency with Microsoft Office and experience with PowerPoint and Zoom; demonstrated ability to master new applications quickly
- Child welfare systems expertise, with an emphasis on foster care adoption.
- Experience in curriculum development, delivery and enhancement.
- Capacity to operate and develop within a learning management system preferred.
- Excellent people and communication skills, with an ability to work in a dynamic team; personal qualities of integrity, credibility, and commitment to the mission.
- Flexible and able to multi-task; can work within a fast-moving environment, while also driving toward clarity and solutions; demonstrated resourcefulness in setting priorities and goal and evidence-based activities.

## **EDUCATION AND EXPERIENCE**

- Undergraduate degree and five years relevant experience required.
- Master's degree in education or social work-related or other appropriate field preferred.
- Demonstrated project and staff management experience required.

## **TRAVEL**

- Moderate travel required.