

PROGRAM DIRECTOR
ASSOCIATION OF FAMILY AND CONCILIATION COURTS
Madison, Wisconsin

The Association of Family and Conciliation Courts (AFCC) seeks a full-time program director located in its offices in Madison, Wisconsin. AFCC is an interdisciplinary and international nonprofit membership association of professionals who work in family law, mental health, and dispute resolution arena. There are approximately 5,500 members in more than 30 countries, with the majority of members in the United States. The program director will work with and report to the executive director on development and execution of a variety of association programs that implement the AFCC mission of improving the lives of children and families through the resolution of family conflict.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

CHAPTER SUPPORT

Responsible for guiding and supporting AFCC's 22 chapters, including (1) maintaining strong connections between chapter leaders and members, and the international association; (2) guiding the development of new chapters; (3) conducting biennial chapter leadership institutes; (4) facilitating chapter planning retreats; (5) ongoing support and communication with chapter leadership; (6) supporting and overseeing chapter core activities such as newsletters, conferences and website development; (7) staff support to AFCC Chapter Committee and AFCC Chapter Council.

EDUCATIONAL PROGRAMS

Work with the executive director and corresponding committees to develop and execute programming for 2-3 conferences, twelve webinars and four training programs annually. Develop and implement online or hybrid training programs. Responsibilities will include but not be limited to: identifying subject matter, drafting program material, recruiting and supporting program faculty, managing schedules, working with partner organizations, overseeing the proposal review process, and participating in program evaluation.

SPECIAL PROJECTS

Provide staff support for AFCC special projects, which include policy think tanks, professional practice guidelines and model standards, publications, user guides, and other projects as assigned.

COMMUNICATIONS

Collaborate with communications coordinator to develop and disseminate monthly *AFCC eNEWS*, oversee content for website, weekly member updates and social media. Writing, editing and proofreading for reports and special projects.

CONTINUING EDUCATION MANAGEMENT

Working closely with the AFCC Continuing Education Committee, manage all aspects of continuing education program, including AFCC sponsorship of continuing education for psychologists through the American Psychological Association, continuing legal education, and other CE programs for mental health, dispute resolution, judicial and other professionals.

MEMBERSHIP DEVELOPMENT

Identify and execute strategies for membership development and retention.

QUALIFICATIONS

- Bachelor's degree required, (post-graduate degree preferred)
- Excellent verbal and written communication skills
- Proficiency in the use of technology
- Strong organizational and project management skills
- Outstanding editing and proofreading skills
- Ability to combine vision and attention to detail
- Demonstrated ability to strategically plan and execute programs
- Innovative and creative thinker
- Demonstrated ability to work with volunteer leadership (which may involve responding to emails in the evening and on weekends)
- Experience facilitating meetings and retreats preferred
- Experience in family law/dispute resolution/mental health field strongly preferred
- Fundraising and grant writing experience preferred
- Ability to develop relationships with people/organizations with different perspectives

AFCC's six-person staff manages an association of nearly 5,500 members. AFCC hosts numerous conferences, training programs and webinars each year, publishes a monthly e-newsletter and a quarterly research and academic journal, which is based at Hofstra Law School. AFCC members are our customers, assisting them is job one; everyone from our executive director to our program assistant answers the phone, fielding questions ranging from registration and membership to substantive questions about our professional journal. This is not a remote or work-from-home opportunity.

The successful candidate will assume a leadership role and will also not mind making their own copies and answering phones when necessary. Periodic travel required. Valid passport is necessary for periodic programs in Canada.

AFCC offers:

- \$90,000-100,000 salary, depending on experience and qualifications
- Excellent benefits, including health, dental, disability insurance
- Paid vacation, sick leave, personal time, and paid holidays
- Casual office dress code
- Office with a window
- Summer flex scheduling

To apply for this position, please submit a cover letter, resume and short writing sample to
psalem@afccnet.org

AFCC is an equal opportunity employer. Please note that nothing in this job posting or description should be construed as an offer or guarantee of employment.