

California State University, Fresno Foundation

PROGRAM DEVELOPMENT MANAGER – BAY AREA ACADEMY

JOB ANNOUNCEMENT #26-825

POSITION SUMMARY:	Full-time, benefited position with the Bay Area Academy through the California State University, Fresno Foundation. The Bay Area Academy (BAA) is a program of the College of Health and Human Services, Department of Social Work Education at California State University Fresno. The California State University Fresno Foundation provides employment and fiscal oversight for the Bay Area Academy. The BAA provides classroom training, coaching and organizational support to child welfare staff and other IV-E eligible agencies in twelve (12) Bay Area counties. The Program Development Manager (PDM) oversees the development, maintenance and coordination of the Bay Area Academy training, field-based training, coaching, technical assistance and program development activities. The PDM engages in and provides oversight for a range of educational activities including, service delivery, training, coaching, transfer of learning and evaluation results and maintains up-to-date understanding of new state initiatives in order to provide guidance to program staff. The state initiatives include, but aren't limited to, FFPS, CFT; IP-CANS, Safety Organized Practice (SOP), Core 3.5, and Supervisor Core. The PDM provides direct supervision and guidance to the Academy's Workforce Development Specialists (WDS). Additionally, the PDM partners with the Learning Systems Manager (LSM) to oversee the linkage between trainers/coaches and counties and provides consultation to the LSM on the creation of trainer/coaching development plans. This position is a member of the Executive Leadership Team (ELT) and supports strategic planning processes and workforce analysis, both internally and externally. This position is primarily remote-based with the expectation that the PDM is in the BAA Berkeley office up to twice a week, in addition to a Friday rotation in coordination with the ELT. This could change at any time based on program needs and/or University requirements. This position will require frequent travel within the 12 Bay Area Counties and throughout the state.
ESSENTIAL JOB FUNCTIONS:	45% - Contract Deliverable Oversight: • Oversee all Master and county contract deliverables assigned to WDS to implement, including but not limited to SOP, CFT, IP-CANS, FFPS, SDM, Coaching, Case Review, Field-Based Training, Supervisor Core and Technical Assistance activities. • Ensure all county contract deliverables are met to county's satisfaction. • Ensure WDS complete independent contracting and other procurement processing including fiscal processes in a timely fashion according to BAA procedures. • Under the guidance of the Assistant Director, generate assigned contract proposals and support the execution process of contracts. 20% - Program Development: • Oversee and guide BAA's program development including program designs, descriptions and improvements, as well as work plans for implementation. • Implement program improvements based on work plan. • Lead and develop regional programs based on federal, state and regional guidance and requirements. • Work with internal evaluation team to evaluate programs. • Provide oversight and guidance to staff with respect to establishing regular outreach and training development activities. • Ensure timely communication of state and region-wide initiatives and information. • Analyze Training Needs Assessment data and ensure that programs are aligned with regional and statewide priorities.

	• Lead statewide workgroups as part of CalWISE, the California Workforce Innovations and Support in Education statewide partnership. • Collaborate with content/program staff to design and implement program-specific learning opportunities, training, and development as it relates to race equity, diversity and inclusion. • Work with BAA leadership and external partners to integrate, implement, assess and evaluate equity-related interventions into all services including training, coaching, field-based training, technical assistance and implementation support. • Lead development, oversight and delivery of BAA's REI services including county-specific, regional and statewide. • Stay abreast of latest strategies/direction of local, regional, statewide and national direction of DEIBJ developments and integrate those into BAA's Learning Organizational strategy. • Monitor, track and evaluate the quality and effectiveness of equity initiatives at the program level and recommend strategic changes and priorities for allocating contract resources equitably. 10% - Supervision: • Supervise Workforce Development Specialists. • Provide regular ongoing consultation and support. • Complete Annual Performance Evaluations and identify organizational, performance and professional goals. • Lead and embed race equity, diversity, and inclusion best practices into strategy and operations including recruitment and selection processes. 10% - External Meetings: • Represent BAA at external meetings. • Identify agenda items and/or develop agendas, take minutes, plan meeting agendas, facilitate meetings, coordinate logistics, attend meetings, distribute minutes and provide reports as needed. • Regularly communicate information back to BAA staff as applicable. 10% - Internal Meetings: • Identify agenda items and/or develop agendas, take minutes, plan meeting agendas, facilitate meetings, distribute minutes and provide reports as needed. Meetings include Executive Leadership Team meetings, Program Development Team meetings, All Staff meetings and other meetings as assigned. • Strategic oversight of meeting purposes, outputs and outcomes. 5% - Reports: • Ensure completion of monthly deliverables reconciliation. • Ensure County Contract quarterly reports, annual reports and required university and other funder reports are completed by WDS with accuracy. • Other duties as assigned
POSITION REQUIREMENTS:	<i>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.</i> Required: • Master's degree in Social Work, Counseling or another related field preferred; or four (4) to ten (10) years related experience and/or training; or equivalent combination of education and experience. • A minimum of three (3)-years of experience working in child welfare or social services. • Understand the elements of coaching to skills and demonstrated practice of coaching staff. • Experience in the practice, leadership, and implementation of child welfare initiatives. • Experience in program implementation through the use of implementation science. • Excellent interpersonal, written and oral communication skills. • Ability to apply independent judgment, discretion, and initiative to address problems and develop solutions.

	• Ability to effectively manage a team. • Ability to work independently with minimal supervision • Ability to travel within California - primarily Bay Area Region, and Sacramento. • Fluency in computer skills, including spreadsheets and word-processing • Proven skill maintaining harmonious relations with colleagues, organizing project leaders, troubleshooting knowledge of program/project specific policies. • Ability to carry out assignments without detailed instructions. • Excellent interpersonal skills such as diplomacy, accurate listening/speaking skills; & the ability to work well with a wide variety of contacts; write well, including clear, concise correspondence. • Frequent travel within the 12 Bay Area Counties; Valid CA driver's license, reliable vehicle and insurance required • Experience in program coordination and project management • Demonstrated organizational and multi-tasking skills • Ability to develop and follow through on an agreed upon work plan • Demonstrated professional writing and speaking skills • Demonstrated experience in working in collaboration with other professionals • Ability to edit and synthesize material from other staff • Experience in maintaining confidentiality as appropriate when dealing with staff training issues Preferred: • Formal coaching training or certification preferred
COMPENSATION:	\$8,833.33 - \$9,166.67 per month (\$106,000 - \$110,000 annually). Salary will be commensurate and competitive with experience and qualifications. Benefits include health, dental, vision, life and 401(k), vacation, sick leave, and holiday pay.
DEADLINE:	Application review begins <u>August 13, 2026</u> . Position will remain open until filled.
TO APPLY:	Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application. E-mail completed application & resume to: auxiliary-hr@mail.fresnostate.edu

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

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