Scope of Work
Fair Futures Relationship Manager (Consultant Position)

Fair Futures is a coalition of over 100+ organizations/foundations advocating for all young people in NYC’s foster care system to have access to the Fair Futures model. Fair Futures was successful in securing $20 million, making NYC the first in the nation to implement a comprehensive, long-term model across the entire NYC foster care system. **As a Relationship Manager, you will be a key part of supporting Fair Futures program staff to implement, scale, and refine this model systemwide.**

The Fair Futures model includes a middle school program that prepares students for success in high school and a coaching program where young people ages 14-26 are matched with a full-time, professionally trained Coach that works collaboratively with them to help them achieve their goals and potential. The overall goals of the Fair Futures program are to help young people:

➢ Build trusting relationships and a network of positive adult and peer supports;
➢ Prepare for and graduate from high school;
➢ Connect to and persist in post-secondary settings;
➢ Engage in career exploration and career development experiences in line with their interests to help them eventually navigate onto a living wage career pathway;
➢ Access and maintain stable, affordable housing if they are exiting foster care and gain independent living and life skills.

The Fair Futures Implementation team provides training and technical assistance support to the 450 Fair Futures staff that work at the 26 child welfare agencies in New York City. These staff consist of Middle School Specialists, Coaches, Career Development Specialists, Housing Specialists, Education/College Specialists, Tutors, Supervisors and Directors.

We are seeking a consultant to join our team to help manage the relationships with our Fair Futures community. This engaging individual will provide Fair Futures staff at 8-9 foster care agencies with support and guidance around model implementation and their work with young people. To be successful as a Relationship Manager, you should be able to build positive relationships and support the staff to identify solutions and gain the knowledge/skills needed to be successful in their respective roles. The scope of this consultancy will include:

**Relationship Management & Technical Assistance (TA) Delivery/Facilitation/Coordination**

- Build relationships with the Fair Futures teams at the 8-9 agencies assigned. Visit each agency on-site at least 1x per month to conduct small group and/or individual support meetings.
- Provide 1:1 TA sessions (virtual or in-person) with Coaches/Specialists from those agencies each month, including conducting:
• **1:1 onboarding** with every new staff hired to make them feel welcomed and part of the broader FF community; answer questions they have about their specific role, how they coordinate with other FF staff, and ensure they know how to take advantage of the array of supports available to them;

• **1:1 and small group TA sessions** to help staff build relationships with young people, conduct career/post-secondary exploration, and connect to/persist in best-fit schools, college, programs, housing, and other opportunities;

• **1:1 and small group TA sessions** to help staff understand the Fair Futures goals and steps framework and how to effectively use/track in the Care4 platform;

• One Degree demos for new staff.

- Be a support to the staff by listening to their concerns and challenges. Apply the necessary solutions and know where to direct them for additional support.
- **Collaborate with the Fair Futures team to identify Workshop topics** based on the needs of the field; occasionally take the lead on developing the agenda, recruiting seasoned staff, guest speakers, and young people to participate on panels, coordinating presenters, facilitating Workshops, and uploading them to the FF website.
- **Co-facilitate Learning Communities** each month for Coaches, Career Development Specialists, Housing Specialists and/or Middle School Specialists.
- Join monthly meetings with the leadership team from those 8-9 agencies with Katie and Emil; report out on staff challenges/progress; record notes for these sessions.
- Handle staff inquiries; direct them to the right people/resources.
- Track all training and TA provided to staff for reporting purposes.

**Requirements/Qualifications:**

- Have at least 5 years of a proven, successful track record of leading teams.
- Master’s Degree.
- At least 5 years of experience in youth development. Foster care experience is a plus.
- Experience providing technical assistance in specific content areas including, but not limited to, housing, career development, middle/high school education and college.
- Knowledgeable of the New York City youth development landscape.
- Experience leading workshops and trainings.

**Compensation:**
The total annual budget for this consultancy is $90,000, with option for renewal. Hours and rate to be discussed based on experience and capacity.

If you are interested, please send your resume and cover letter to admin@fairfuturesny.org