



P.O. Box 310 Bigfork, MT 59911  
406-837-2247  
www.childbridgemontana.org

**Mission:**

We find and support foster and adoptive families for waiting children.

**Vision:**

A forever family for every child.

## **OPPORTUNITY PROFILE**

### **Community Director**

**Location:** Each Community Director Serves a Specific Geographic Region/Community in Montana.

*The Board of Directors, and Executive Director of Child Bridge, Inc., headquartered in Bigfork, Montana invites nominations and applications for the role of Community Director.*

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.

As Child Bridge is a Christian ministry organization, qualified employees must display a personal relationship with Jesus Christ as Savior and Lord and be committed to carrying out the mission of Child Bridge.

The qualified candidate is in agreement with, and is willing to uphold the Statement of Faith, Statement of Principle(s), Pledge and policies of the ministry. They must be able to provide spiritual leadership, discipleship and support to employees and volunteers.

**Executive Summary:** The Child Bridge organizational model believes that in order to serve foster/adoptive families with quality, consistency and accountability, that each city have a Child Bridge Community Director who lives in the area.

The Community Director is the primary leader of the organization in the community, focused on stewarding its mission: recruiting families for foster/adoptive service and developing resources and relationships.

This position develops, coordinates and executes effective relationship development, communications, and outreach in the following areas: Families, Churches and Partners. Our focus with all constituents takes a two-pronged approach: Recruiting and Support.

## THE ORGANIZATION

The Child Bridge vision is that there is: *“A forever family for every child.”*

The organization’s mission is to *“find and support foster and adoptive families for waiting children.”*

Since our inception in late 2010, Child Bridge (formerly Child S.H.A.R.E. Montana until 2013) has served children in foster care and the families who support them in the Flathead and Mission Valleys.

We work to fulfill our vision and mission by partnering with churches of many denominations by building awareness of the need for foster and adoptive families for Montana children. Our efforts not only create awareness but also raise up and support families who are interested in the foster/adoptive journey. Raising awareness also encourages those who can’t foster/adopt to offer supports to others who do. The primary focus of this initial work has taken place in the Flathead Valley area.

In spite of this early success, the ongoing need is significant: Approximately 1,200 Montana children need the safe haven of a foster family every year; and about 264 Montana children are in permanent legal custody (PLC) of the state and need a permanent family. Many children languish in group homes far too long and statistics for children who “age out” of the system with no family are horrific.

As a faith-based recruiter of foster and adoptive families, our approach has proven unique and effective. Following the successful recruitment and preparation of foster and adoptive families, Child Bridge provides support, advocacy, and resources for them as they obtain a foster care license and prepares them to provide the best care possible for children.

To meet the special needs of foster and adopted children, Child Bridge provides families with Resource Groups, education, training and special assistance as needs arise, free of charge.

Child Bridge has a Board of Directors that is made up of community business and child welfare leaders, and has a small operations staff that oversees Programs, Development, and Operations. To date, the organization is funded 100% by donations and receives no public funding for its work.

More information can be found at the website:  
[www.childbridgemontana.org](http://www.childbridgemontana.org)

## **THE POSITION**

### **PRIMARY RESPONSIBILITIES**

- Inspire people to respond to the call of caring for children who suffer from abuse and neglect. (While not all inclusive, you will be provided with a Child Bridge Family Recruiting Manual.)
- Share the vision and mission of Child Bridge with the faith based community and pastors in particular. Speak from the pulpit and at other public speaking opportunities.
- Cultivate relationships and collaboration with congregations, government foster care agencies and other child welfare agencies such as Partnership for Children, Youth Homes, Intermountain, Yellowstone Boys and Girls Ranch, Youth Dynamics, etc.
- Work with Executive Director on program development and event planning related to designated Child Bridge programs.
- Create, increase, and deepen ties to congregations that can identify with Child Bridge and its values.
- Assist clergy and lay leaders to become more effective advocates for foster children in their communities and churches. Including working with churches to adopt Child Bridge as their Domestic Orphan Ministry Partner. Encourage churches to have a lay Child Bridge ministry leader/coordinator from within the congregation.
- Work with Executive Director on marketing, communications and media strategies needed for your community and alignment with Child Bridge supporters and other stakeholders.
- Assist with Child Bridge's fundraising efforts at all levels.
- Ensure accurate and timely financial management and reporting and successfully operate market within a limited budget.

### **TASKS, SKILLS REQUIRED, EXPECTATIONS**

The Community Director is the primary leader of the organization in your community, focused on stewarding its mission: recruiting families for foster/adoptive service and developing resources and relationships.

This position develops, coordinates and executes effective communications, relationship development and outreach in the following areas: Families, Churches and Partners. Our focus with all constituents takes a two-pronged approach: Recruiting and Support.

1. **Families:** The Community Director works with foster/adoptive families in all stages of the recruiting and fostering/adoptive process. On-going services, guidance and communications are offered free of charge to families.

- Outreach will focus on efforts to recruit foster families including initial contacts and follow ups.
- Church presentations and informational tables in church to share the need for foster/adoptive families.
- Conversations and assistance to shepherd families through the foster/adoptive process.
- Enhance essential public and private awareness in the community of the Child Bridge organization and its mission.
- Provide understanding of the overarching picture of the foster care system.
- Dismantle myths and false preconceptions of the foster system.
- Help families understand concerns and rewards related to foster and adoptive parenting.
- Assist families in the most appropriate path for a family to take based on their interest and needs (foster, foster to adopt, therapeutic foster, child specific adoption, etc.)
- Assist families in choosing an appropriate licensing agency, providing introductions to the agency and following through on progress.

Child Bridge offers support and guidance to foster and adoptive parents from the decision to begin the journey of foster parenting, to the time a child is placed in the home and continuing up to and beyond a time when a family may choose to adopt. Current supportive programs include monthly resource group training and conferences. The Community Director will market and create awareness of Child Bridge services to outside groups and potential referral/partnering sources, and assist in increasing awareness of the Child Bridge mission in the communities in which we serve.

The Community Director will assist in increasing valuable, cost-effective supports that will strengthen children and families...such as special conferences, online resources and continuing education.

2. **Churches:** Resources for Churches: Engaging faith communities in finding and supporting homes for foster children makes sense. Many faith communities are compelled to meet the needs of children in foster care in their response to biblical teachings and are already established in providing supportive networks for members of their communities. As the Child Bridge

Community Director, you will work to help churches embrace Child Bridge as their domestic orphan ministry partner. On a case-by-case basis and where appropriate (based on size of church, church interest, etc.), you will work with churches to encourage them to have a Child Bridge lay ministry leader and help get the ministry up and running in the church. Child Bridge encourages faith based organizations to build collaborative ministries to serve children and families that include respite-care opportunities, babysitters, volunteers, family groups, faith community adoption celebrations and dedications. Child Bridge calls this church and Body of Christ partnering, “utilizing the natural infrastructure of the church” to grow awareness of the need for foster/adoptive families and to support families in this effort.

**3. Partners/Advocacy in the Community.** Child Bridge seeks to increase and grow partnerships with many child welfare stakeholders. Whenever possible, the Community Director will work to assist State of Montana social workers, supervisors, permanency supervisors, etc., in meeting needs of children and families. This may include introducing families for training/licensing, or introducing families who should be evaluated for a child in permanent legal custody, etc. Child Bridge staff has been asked to assist with leading as section of KCS training, sitting on panels, etc. The Community Director will also work to successfully continue and grow our existing partnerships with other child welfare stakeholders such as Partnership for Children, Youth Homes, Yellowstone Boys and Girls Ranch, Intermountain, etc.

It is the goal of the Community Director to assist others as needed to accomplish positive outcomes for children via a model of the highest degree of professionalism, and humility.

---

**Additional Requirements/Information:**

- This position reports to the Executive Director.
  
- This position works with the Director of Operations and Executive Director to:
  - (a) Develop, implement and execute directed components of a vibrant recruitment plan. This will require church attendance, Child Bridge booth management in churches or other public venues, managing and speaking at informational sessions, churches and other public speaking opportunities.
  
  - (b) Works with potential and licensed foster and adoptive parents assisting them in the foster/adoptive process
  
  - (c) Works with public and private agencies and service providers, therapists, and others who may play a role in the recruitment of families or referrals.
  
- This position serves as a liaison between Child Bridge and partners (such as, but not limited to State of Montana, Partnership for Children, Youth Homes, Yellowstone Boys and Girls Ranch, Intermountain, etc.), coordinating the recruitment efforts of families for the children in need of families who are currently residing in group homes, with temporary placements, etc.

- This position will work with the Child Bridge Executive Director and Director of Operations to design campaigns, materials and events that promote Child Bridge in general, and recruits foster families in particular.
- This position represents Child Bridge by building positive relationships and supporting collaborative efforts with other entities and individuals in the community who are involved with or support work with families and children.
- This position involves travel to communities served by the program.
- This position requires a flexible schedule.
- As we partner closely with churches, the position will require working on a Sunday approximately 24 to 30 times a year.
- The position requires working one evening a month (currently the second Monday of every month to set up/host Resource Group. Additional evenings may be required for attending/hosting informational meetings.
- To operate within the values, philosophical and administrative guidelines of Child Bridge.
- To understand and follow all applicable Corporate Policies, Licensing Requirements, Contract Requirements, State Laws and generally accepted professional practices.
- To operate in the best interest of children and families at all times
- To show others respect and consideration.
- To seek necessary guidance from others.
- To be a self-starter and able to develop, organize and carry out complex projects
- Set Up/Host/Attend informational (bi-monthly or quarterly) meetings.
- Learn, and consistently update all communication with families in database management system, DonorSnap
- Maintain ongoing effective contact with active and potential foster/adoptive families.
- Must have the ability to develop an ongoing monthly Foster/Adoptive Family Resource (Training and Support Group). This includes developing a relationship with a church who will provide the meeting venue, provide child care and seek out experts in the Child Welfare field to share expertise.

## QUALIFICATIONS

The Community Director of Child Bridge will demonstrate or possess the following:

- A Bachelor's degree in a related field, and/or demonstrated real life experience in business, missions, or non-profit management.
- The ability to speak to various faith communities in the Christian tradition, in Sunday worship services, from the pulpit, in small group settings, and in one-on-one leadership meetings. Working approximately 24-30 Sundays a year is required. Working at least one evening a month is required to set up, manage and host Foster/Adoptive Family Resource Group. Additional evenings may be required for trainings, family meetings, etc.
- Ability and willingness to pray with families, pastors and other constituents.
- A desire for excellence in all things with impeccable personal integrity. Solid moral character, and the highest degree of ethical and thoughtful behavior.
- Demonstrate knowledge of and skills in personal relations specifically related to pastors, congregations, families, child welfare workers and children who have experienced trauma.
- "Heart connection" and experience serving children in need through involvement and leadership in a faith community, in social services, or by having served in a like-minded not-for-profit that deals with issues related to child welfare or mental health, or through significant volunteer leadership.
- The ability to represent the organization and be the voice to external audiences including donors and media.
- Thorough understanding of, and adherence to strict confidentiality requirements. Understanding of the highly sensitive nature of the work of the organization. A signed confidentiality agreement will be a part of the successful applicants hiring package.
- Must be a team player, eager to learn and willing to think outside the box to grow self, the organization and improve outcomes for children in need. Significant and demonstrated experience in being a self-starter, entrepreneurial spirit.
- Lifting required of approximately 50 pounds (monitors for displays, etc.) Ability to assemble and disassemble marketing displays.
- Valid Driver's License and ability to tow small (5 x 8) trailer. (Trailer transports display materials and equipment for church presentations, set ups, etc.)
- Excellent verbal and written communication skills.

- Highly organized
- Professional appearance
- Strong computer skills including understanding of Microsoft Word, Excel and PowerPoint. Knowing Microsoft Publisher is desirable. Must be willing and able to learn new computer programs including family support database DonorSnap.
- Transparency related to job history and the ability to share references from current and past employers as a potential candidacy develops. Additionally, a letter of reference from your home church pastor will be requested.

## PROCESS OF CANDIDACY

For individuals referred to the opportunity and for those seeking to explore next steps, please provide your resume, a letter of reference from your home church pastor and written responses to the questions below to:

Steve Bryan  
 Executive Director  
[sbryan@childbridgemontana.org](mailto:sbryan@childbridgemontana.org)

1. At this point in your life, why are you interested in this position at Child Bridge? What is it about the role or opportunity that motivates you to apply?
2. Please write about your professional or volunteer experience in working with abused, neglected or marginalized children or the organizations that serve or support them; what have you engaged in to this point? If you haven't directly served in this way, what other relevant experiences have you had that would prepare you for this role?
3. Describe two efforts in a professional context where you excelled as an individual contributor. For example, share efforts, programs or initiatives that required you shaping the direction or vision, creating a plan and executing the plan to accomplish important results. Please describe the circumstances and your specific role in them.
4. In addition to a letter of reference from your home church pastor, please share four references including supervisors, peers and direct reports (paid or volunteer). No references will be contacted without your specific permission and only after mutual interest develops between Child Bridge and you.

For questions related to process or application, please contact Steve Bryan, 406-837-2247, [sbryan@childbridgemontana.org](mailto:sbryan@childbridgemontana.org)