

Manager, Training and Partnerships

Reports To: Team Lead, Training and Partnerships

Location: Boston, MA

40 Hours/week

About FCSN

For children with disabilities, the pathway to achieving their full potential can often be challenging due to barriers in support, resources, and understanding. That's where the ***Federation for Children with Special Needs (FCSN)*** steps in. FCSN's equity-driven family engagement efforts promote access and opportunity for children with disabilities and others facing systemic obstacles to success.

Founded over 50 years ago, FCSN champions families' vital role in their children's education, healthcare, and overall well being, and empowers families to not only navigate key systems for their own child but also use their voice to advocate for systemic change. Our aspiration is to build an inclusive world where every child and young adult experiences belonging and can participate equitably in life's opportunities. Our mission is to empower families, engage diverse communities and eliminate barriers to improve life outcomes for all children and young adults, especially those with disabilities. By offering direct support, educational resources, and advocacy, we ensure that every youth and child, regardless of their challenges, is given the opportunity to succeed.

Commitment to Diversity

FCSN is committed to fostering diversity, equity, and inclusion in all the families we serve. We understand that each child, family, and individual is unique, and every family deserves personalized support. We embrace the richness of diverse backgrounds, experiences, and perspectives, which strengthens our mission to ensure equitable access to resources for children with disabilities.

We believe that diversity is key to breaking down barriers and promoting inclusive practices. FCSN advocates for systemic change to address the challenges faced by underrepresented communities. As we work to close gaps in services and opportunities, we encourage individuals from all backgrounds to join us in this important work. Our team's strength lies in reflecting the diversity of the communities we serve.

The Opportunity

As the **Manager, Training and Partnerships**, you will play a pivotal role in expanding FCSN's family-centered programs and deepening our impact across Massachusetts. This position involves leading a team, overseeing program implementation, and collaborating with partners to ensure families have equitable access to the resources, training, and peer support they need to thrive. In

addition to managing day-to-day operations, you will contribute to the development of tools and resources that strengthen advocacy, build family leadership, and promote inclusive practices for families of children with disabilities and special health care needs.

The ideal candidate is a collaborative and equity-focused leader with experience supervising staff, implementing grant-funded programs, and fostering meaningful partnerships that reflect the strengths and voices of diverse communities.

Responsibilities

Team Management & Program Oversight

- Oversee day-to-day operations of the Training and Partnerships Team, coordinating priorities and ensuring alignment with FCSN's mission and goals.
- Supervise team members through regular check-ins, coaching, and feedback, while fostering a team culture grounded in equity, inclusion, and cultural responsiveness.
- Monitor progress toward program goals and deliverables, adjusting timelines and workflows as needed to ensure timely and effective implementation.
- Implement grant-funded activities and track deliverables in accordance with funder requirements and internal expectations.
- Actively contribute to organization-wide initiatives, including the Visions of Community (VOC) Conference.

Family Engagement Strategy & Resource Development

- Develop and improve family engagement tools, including training materials, outreach content, and culturally responsive resources (e.g., tip sheets, guides).
- Collaborate with cross-functional leads and managers to identify and implement best practices that strengthen peer support, leadership development, and equitable access.
- Support program innovation by identifying community needs and co-creating solutions that reflect diverse family perspectives.
- Assist in developing new workshops or learning modules in collaboration with other teams and community partners.

Data Management & External Representation

- Collect and analyze program data to assess outcomes and inform continuous improvement efforts.
- Ensure grant deliverables are met and assist Team Lead in preparing reports, tracking impact, and maintaining compliance.

- Represent FCSN in meetings with state agencies, funders, and advocacy partners to promote program visibility and alignment.

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- Apply culturally responsive practices in all aspects of leadership, communication, and program development to ensure inclusive, equitable engagement with families.

Qualifications

At FCSN, we value the many different paths individuals take toward professional growth. We evaluate candidates based on their skills, qualifications, and demonstrated ability to achieve positive results for children and families. Our hiring process is merit-based and considers a wide range of relevant experiences that prepare candidates to succeed in this role. We are most interested in candidates who meet the majority of the following qualifications:

- Bachelor's degree in education, human services, public health, or a related field
- 2-3 years of progressively responsible experience in family engagement, community outreach, volunteer coordination, or related work—ideally within nonprofit, education, or healthcare settings.
- Demonstrated experience supervising staff or leading program teams, with a track record of supporting goal achievement and professional growth.
- Proven ability to build partnerships with diverse communities and work effectively with families from culturally and linguistically diverse backgrounds.
- Excellent organizational, communication, and project coordination skills, with the ability to manage multiple priorities and meet deadlines.
- Proficiency in Microsoft Office and experience with data entry, tracking systems, or CRM platforms.
- Strong commitment to culturally responsive practices and equity in program design and service delivery.
- Bilingual or multilingual proficiency is a plus.

Candidates with personal or professional experience in disability inclusion—such as individuals with disabilities, caregivers, or those with disabled family members—are encouraged to apply, as we value perspectives that enhance our commitment to accessibility and equity.

Compensation and Benefits

The salary for this role is competitive and based on experience, with a range of \$60,000 to \$70,000. Employees are eligible for the Federation's benefits package based on their full-time or part-time status. More details on the benefits package including confirmation of the benefits that employees are eligible for based on full- or part-time status can be found in the Benefits Guide available on the [PositivelyHR Hub \(Hub.positivelyhr.org\)](https://www.positivelyhr.org).

This position is supported by grant funding. Employment in this role is contingent upon the continued

availability of grant funds. Continuation of this position beyond the current grant period is subject to renewal of funding and organizational need.

To Apply: Send your resume and cover letter by email to FCSN at fcsnjobs@fcsn.org; or by mail to: Federation for Children with Special Needs, Attn: HR, 529 Main Street, 1M3, Boston, MA 02129

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Federation for Children with Special Needs (FCSN) is an equal opportunity employer and does not discriminate on the basis of sex, race, color, religion, sexual orientation, gender identity or expression, national origin, cultural heritage, ancestry, political belief, age, marital status, pregnancy, physical or mental disability or veteran status. ***Federation for Children with Special Needs (FCSN)*** is compliant with the Americans with Disabilities Act and we are committed to making special accommodations for your interview or work as a member of our team. If specific accommodations are needed, please notify us and our HR team will work to accommodate your needs.

