

## JOB DESCRIPTION

**Title:** Regional Director of Adoption Programs

**Reports to:** Chief Program Officers

**Department:** Adoption Programs

### **I. Primary Purpose**

The Regional Director of Adoption Programs reports to the Chief Program Officer, of Domestic Adoption Program, and is a key member of Spence-Chapin's leadership team. The ideal candidate will have extensive experience in adoption, child welfare, and child development, along with strong clinical judgment. They must communicate assertively yet compassionately, educate diverse pre-adoptive parents, counsel birth families on options, and build strategic relationships with healthcare providers, social service agencies, and the broader adoption community. The Regional Director will manage operation of both the Phoenix and Tucson office locations and will represent Spence-Chapin in meetings with local leadership and licensing authorities. Participation in outreach trips, conferences, and community events is expected. The Regional Director will oversee all aspects of domestic adoption services, including birth and adoptive parent services—options counseling, permanency planning, hospital visits, selection and placement, referrals to community resources—and manage the recruitment, assessment, and preparation of adoptive families, as well as post-placement services. They will collaborate with Chief Program Officers and Marketing to guide external messaging and meet recruitment goals. They will also work closely with the Chief Program Officers of Domestic and International Adoption to provide outreach in Arizona. This role supervises two full-time social workers and one part-time consultant. It is a full-time, in-person position based in Phoenix, Arizona, with a salary range of \$85,000–\$100,000, commensurate with experience.

Spence-Chapin is a non-profit organization based in New York City that has been providing adoption services and adoption support for more than 110 years. Spence-Chapin is newly licensed in Arizona. At Spence-Chapin, we believe that every child deserves a family, and we work tirelessly to advocate for children in need of a permanent, loving home. Over our history, Spence-Chapin has served more than 25,000 children, women, and families through our main program areas: Comprehensive Domestic and International Adoption Programs; Birth Parent Services; Well-being Services; and International Humanitarian Aid through programs like our Granny Program to support children living in orphanages overseas.

Our work is made possible by individuals dedicated on our staff. At Spence-Chapin we find joy in celebrating each other, our co-workers, and our clients. Everyone is treated with respect and dignity to strengthen the vibrancy of our community. We celebrate a culture of excellence, inclusivity, compassion, flexibility, and support. Spence-Chapin offers a competitive benefits package that includes full health benefits, generous PTO and holiday schedule, HRA & FSA plans, life insurance, retirement plan with employer contribution, paid maternity/paternity/adoption leave, commuter benefits, and more. Being part of the Spence-Chapin team is being part of a legacy, which for more than 110 years has provided critical services to children, women, and families around the world.

### **II. Key Performance Indicators**

- Collaborate with Chief Program Officers to develop and implement outreach strategies for domestic and international adoption recruitment.
- Implement the adoption agency's program and services
- Oversee adoption program growth; assist in launching new programs and models to uphold high standards.
- Ensure staff stays informed on domestic and international adoption laws and regulations.
- Develop/manage birth parent services offering quick access to social workers, counseling, support, and follow-up.
- Support program outreach and collaborate with community providers, agencies, and stakeholders.
- Assist in marketing initiatives and strategy development.

- Ensure that the adoption agency achieves and maintains compliance with the requirements of Arizona state regulations.
- Oversee hiring, evaluation, and discharge of adoption agency personnel in accordance with the adoption agency's established personnel policies and Arizona state regulations.
- Establish and supervise working relationships with other social service agencies within the community.
- Conduct in-person/virtual info sessions and pre-adoption consultations.
- Build relationships with local referral sources (faith-based orgs, family service orgs, non-accredited ASPs).
- Approve decisions regarding family and child eligibility for service, maternity and childcare, transportation and placement arrangements, finalization, and any other changes in a child's legal status; and implement the adoption agency's adoption program and services
- Supervise, manage, train, and evaluate all social work staff members and consultants
- Develop and implement strategies for both birth and adoptive parent engagement and recruitment.
- Determine departmental structure and build an effective, cohesive team.
- Enforce departmental policies to ensure high-quality client services.
- Guide recruitment, assessment, and preparation processes for adoptive parents, ensuring sound clinical practices.

**III. Client Engagement & Outreach:**

- Develop strategies to build relationships with Adoption Service Providers, organizations, and the adoption community to increase case and client transfer opportunities for both Domestic and International Adoption Programs
- Participate in outreach trips, conferences, and community events.
- Develop and implement strategies and approach for Adoptive Parent engagement, recruitment, assessment, preparation for adoptive parenting and promotion of services. Ensure sound clinical.
- practices and utilize established best practices in the field.  
Oversee development and implementation of the adoption agency's policy and procedures for program and fiscal operations.
- Assist in the development and implementation of strategies for adoptive parent recruitment in International Programs
- Work with the Chief Program Officers and Marketing Department to supervise external messaging and fulfill recruitment goals.

**IV. Education & Experience**

- A master's degree in social work or a related human services field from an accredited college or university
- A bachelor's degree in social work or a related human services field from an accredited college or university
- Five years of experience as the director in a program in a child welfare field; serving children and families
- A minimum of seven years of experience in adoption services
- Knowledge of and sensitivity to cultural diversity and cross-cultural issues
- Ability to make decisions or intervene in difficult or complex cases and resolve problems as they arise

**V. Technical Skills**

- Competency of MS Office – Proficiency in Word, Excel, PowerPoint, and Outlook
- Ability to run reports in a database environment and analyze data
- Experience with client relationship management database platforms

**VI. Key Competencies**

- Clinical assessment skills
- Strong management skills, including robust organization, and ability to meet tight deadlines
- Ability to multitask; strong execution skills; thorough follow through, and attention to detail
- Excellent oral and written communication skills
- Ability to work in a collaborative environment with various departments, which supports both individual and cooperative work

***This description is not intended to detail every aspect of your job/duties or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully.***