

Director of Programs & Operations

Imagination Factory | Independent Contractor Engagement | Scope of Work

Published: August 24, 2026; Responses Due September 14, 2026

Engagement at a glance

Organization	Imagination Factory
Engagement type	Independent contractor. This is not an employment position.
Term	Six months, beginning September or October 2026 by mutual agreement. Optional Renewable.
Fee	\$5,000 per month, flat, for the scope below. Invoiced monthly.
Estimated effort	Approximately 80 hours per month. You determine your own schedule and how the work gets done.
Work allocation	Roughly 50% program, 50% operations, averaged across a month.
Location	Remote. Occasional in-person convenings, coordinated well in advance and reimbursed separately.
Point of contact	Chief Program Officer
Other clients	Expected and supported.

1. What this engagement is for

Imagination Factory equips and catalyzes creative disruptors to drive innovation that prevents family separation and eliminates systemic harms.

Two co-founders currently carry the vision work and the operating work at the same time. That is the constraint. This engagement exists to take the operating load off the founders so that programs run well, commitments get kept, and the organization holds together as it grows.

2. Who this is for

Plain version: we are looking for an experienced independent consultant who wants one stable anchor client.

We are not trying to buy your whole week. We are offering a predictable monthly retainer, work that matters, and a founding team that will not micromanage you. We expect you to have other clients. We think that makes you better at this.

This will fit you if:

- You have run programs at a small organization, and you know that “program leadership” and “who is ordering the t-shirts” are frequently the same job.
- You build systems because disorder bothers you, not because someone assigned it.
- You would rather be trusted with an outcome than handed a task list.
- You want your work to be about families keeping their children.

This will not fit you if you need a defined 40-hour role, a manager who sets your daily priorities, or a fully built organization to plug into. We are early, and it shows.

3. Scope of work

Three workstreams. Percentages are planning estimates averaged across a month, not weekly quotas. Program launches and convenings will shift the balance temporarily. Each Workstream has the following deliverables.

Workstream 1 — Program-related Project Management (approx. 25%)

- Program calendar created, managed and current at all times. Ensure successful execution of the plan across the team.
- Program sessions, coaching sessions, and information sessions scheduled, with invitations, reminders, and follow-up sent on time.
- Session agendas and participant materials ready at least 48 hours in advance.
- Participant communications answered within one business day.
- Program items ordered and delivered ahead of need.

Workstream 2 — Program Related Research and Content Development (approx. 25%)

- Monthly program content and companion materials produced on schedule and aligned to the annual curricula.
- Monthly member emails sent on time.
- Call agendas prepared in advance; decisions and next steps documented immediately and shared within two business days.
- Between-meeting follow-through tracked to closure.

Workstream 3 — Operations (approx. 50%)

Operating systems

- A single shared work plan showing priorities, owners, deadlines, and open decisions across the organization is created and maintained.
- Google Workspace is consolidated and integrated across the organization. Shared file, calendar, and naming conventions documented and actually in use.
- At least two recurring workflows documented and simplified during the initial term.

Marketing and Communications

- A single shared work plan to market and promote all programs + offerings.
- Routine social media content created and communicated in accordance with the workplan.
- Update the website to fully integrate new branding, including email journey, store page, and blog page.

Fundraising support

- Grant calendar maintained with deadlines and requirements.

4. What is not in scope

We cut these on purpose. Naming them protects the engagement and protects you.

- **Grant proposal writing.** We will contract a grant writer separately. This role keeps the calendar, does prospect research, and coordinates submissions.
- **Untethered event production.** Support as assigned, not ownership.
- **Financial Review.** The cofounders maintain financial revenue/expense and spending allocation functions.

Any of these can be added by written agreement with an adjusted fee.

5. How we will know it is working

At 90 days and at the end of the term, we review the engagement against the deliverables above — not against hours logged. Specifically:

- Recurring program content is successfully produced and communicated, and agendas/materials went out on time.
- Recurring effective social media created and posted.
- A shared work plan exists, and the founders actually use it.
- At least two workflows are measurably simpler than they were (most notably, The Accelerator and CEO Circle).
- Risks, capacity limits, and missed dependencies were surfaced early, with practical options proposed.

6. How we work together

- You determine how, when, and where the work gets done.
- You use your own equipment and tools, plus access to Imagination Factory systems as needed.
- We hold one standing coordination call each week, scheduled by mutual agreement. Everything else is asynchronous.
- You keep a visible view of priorities and progress, and you flag tradeoffs before a deadline is at risk.
- You may not make financial commitments, sign agreements, or make public statements on Imagination Factory's behalf without written authorization.
- You are an independent contractor. You are responsible for your own taxes and insurance; you are not eligible for Imagination Factory benefits, and you are free to work with other clients throughout the term.

7. Fee and terms

- \$5,000 per month, flat, for the scope described above. Invoiced monthly, paid within 15 days.
- Pre-approved travel and direct project expenses reimbursed separately from the monthly fee.
- Sustained work beyond this scope requires written agreement and an adjusted fee.
- Six-month initial term. We will open the renewal conversation in month five.
- Confidentiality, intellectual property, data security, work product, and termination are governed by the executed independent contractor agreement.

8. What you bring

We care more about evidence than years. Show us:

- You have run programs or operations at an organization under \$5M, where you did both the strategy and the scheduling.
- You have built or fixed an operating system — a file structure, a project tracker, a meeting rhythm — that outlasted your involvement.
- You write clearly, warmly, and creatively; and you write fast.
- You have handled confidential and high-stakes information well.

Helpful, not required: child welfare or family well-being experience; human-centered design; grants; cohort or convening programs; founder-led organizations.

9. How we actually work

Our values are creativity as rebellion, collective power, urgency with intention, courage over comfort, and people over systems. What that means for this role:

- **People over systems.** This work exists so that families stay together. Always keep that centered.
- **Right relationship.** Say the thing. Follow through. Repair it when you get it wrong.
- **Courage over comfort.** Challenge an inherited assumption, including ours.
- **Urgency with intention.** Move fast without manufacturing panic.
- **Low ego, high ownership.** Facilitate a hard conversation at 10 and fix the file structure at 11.

10. To express interest

By September 14, 2026, Please send a short note on why you are interested in this work, an example of an operating system you built or fixed, your success with effective social media strategy and content creation, and your LinkedIn profile to Cheri Williams, Cofounder + Chief Program Officer (cheri@imgnfactory.org). Please include your availability to start.

No formal cover letter required.