

JOB ANNOUNCEMENT



POSITION TITLE DIRECTOR, CORPSMEMBER & COMMUNITY ENGAGEMENT
(FORMERLY DEPUTY DIRECTOR OF STRATEGY & SUSTAINABILITY)

DEPARTMENT/SITE ADMINISTRATION

REPORTS TO CHIEF EXECUTIVE OFFICER

FLSA STATUS FULL-TIME/EXEMPT

RECRUITMENT FOCUS INTERNAL & EXTERNAL APPLICANTS

POSTING DATE: INTERNAL CLOSING: EXTERNAL CLOSING:
9/28/15 OPEN UNTIL FILLED OPEN UNTIL FILLED

ORGANIZATION SUMMARY

████████████████████ is a private, non-profit organization that has helped at-risk young adults develop themselves since 1986. To date, more than 20,000 young people have participated in ██████ classes and service projects, learning new skills while contributing to the quality of life for residents of the greater ██████ area.

MISSION

The primary mission of the ██████ is to provide at-risk young adults with opportunities for success through job skills training, education and work experience with an emphasis on conservation and service projects that benefit the community.

POSITION SUMMARY

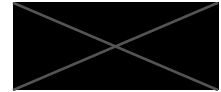
Reporting to the Chief Executive Officer (CEO), the Director, Corpsmember & Community Engagement helps ensure the organization's success and sustainability by contributing to the accomplishment of the organization's mission, business goals and vision by being primarily responsible for enhancing the organization's Corpsmember Development Department/services and developing, planning and implementing the ██████ Career Pathways Program. The Director of Corpsmember & Community Engagement will partner with her/his colleagues – the Deputy Director of Operations and Program Directors – to ensure the long-term sustainability and strategic growth of the organization and represent the agency in conjunction with the CEO.

ESSENTIAL RESPONSIBILITIES

PROGRAM MANAGEMENT AND REPORTING

- Provide general oversight associated with the organization's Corpsmember Development Department/Corpsmember Engagement Division. This includes contractual requirements and deliverables; program development, delivery and evaluation; and, financial planning and budgetary requirements, as well as impacts of program activities on cash flow.
- Maintain close liaisons with other departments/division in planning and development of appropriate support services for corpsmembers.
- Provide leadership in the formulation, implementation and evaluation of objectives and priorities for the Career Pathways Program.
- Independently carry out major Career Pathways Program responsibilities under Chief Executive Officer purview such as monitoring and evaluating activities, developing funding opportunities, serving as facilitator of key program development committees, strategizing with senior level staff for effective program delivery and engaging bridge employers for internships and job opportunities for corpsmembers at exit.

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- Serve as liaison with college programs, committees, students/student groups and other on- and off-campus community groups; serve as a liaison to labor groups when appropriate.
- Set up meetings between sponsor/partner decision makers and Chief Executive Officer, or appropriate designee.
- Ensure the necessary systems, processes and tools are in place to support facilitation, collection and communication of relevant information generated by [REDACTED] programs.
- Monitor the level of corpsmember integration across programs and seek opportunities to enhance integration, capacity and diversity.
- Establish and execute consistent, objective program performance standards of accountability.
- Update job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks and, participating in professional organizations.

FACILITATION AND PARTNERSHIPS

- Develop partnerships and relationships with prospective partners in order to move the program into areas of service and activities that have the greatest potential for long-term program stability; specifically, identify and cultivate relationships to ensure the success of the [REDACTED] Career Pathways Program and the [REDACTED] vision to place every corpsmember into “bridge” employment or enroll them in college at exit.
- Represent [REDACTED] to public and private partners and elected officials and collaborate and network with state and national organizations in order to maximize opportunities and position the agency for growth and sustainability; represent [REDACTED] at public and private events.
- Communicate with Board and committee members on special projects.
- Serve as liaison with granting/funding agencies to effectively communicate the objectives of the Corpsmember & Community Engagement Division to assure that program goals are successfully accomplished; ensure compliance of program operations.

STRATEGY AND OVERSIGHT

- Provide effective and inspiring leadership, as well as stewardship, of the [REDACTED] by being actively involved in Career Pathways Program development, planning and implementation and Corpsmember Development service delivery; implement and lead a continuous quality improvement process through the Corpsmember & Community Engagement division, focused on systems/process improvements.
- Identify organizational core competencies as part of the strategic planning process and seek opportunities to create operational synergies with partner organizations in the future.
- Provide expert advice to the Chief Executive Officer, Deputy Director, Development staff and Program Directors with respect to best practices in workforce development programs/activities.
- Collaborate with the Executive Management Team in developing the vision for the future.
- Ensure fiduciary responsibility by overseeing the development of the annual agency budget with the Chief Financial Officer and the Chief Executive Officer; ensure programs operate within approved budget.
- Identify trendsetter ideas by researching industry and related events, publications, and announcements.
- Develop negotiating strategies and positions by studying integration of new ventures with organizational strategies and operations, examining risks and potential and estimating partners' needs and goals.
- Protect organization's value by keeping information confidential.
- Enhance organization reputation by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job accomplishments.

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STAFF MANAGEMENT

- Supervise 2-3 Sr. Program Manager(s)/Program Managers whose responsibilities include case management, supportive services, transition services and scholarship program activities oversight.
- Meet regularly with direct reports and the Chief Executive Officer to discuss successes, roadblocks and action plans associated with key responsibilities and related processes and goals.
- Lead a high performing team of program managers to the next level by further developing and implementing recruitment, training and retention strategies.
- Execute a system that encourages confidential feedback from direct reports regarding leadership essentials and achievement of results.
- Provide clear and actionable goals for staff and monitors their progress; appropriately address performance issues, which includes recognition, corrective action and re-direction, if applicable.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree (from an accredited institution) in a related field.
- A minimum of five (5) years of professional experience required overall, with a minimum of three (3) years of experience working in the area of nonprofit management, business, youth & workforce development.
- Strong relationship builder and communicator with experience leading diverse work teams, developing an organization-wide strategy for program excellence and engaging community partners.
- Can point to tangible examples of reporting and program measurement and evaluation; demonstrates integrity, strives for excellence in her/his work and has experience leading others to new levels of effectiveness and programmatic impact.

PREFERRED EDUCATION AND EXPERIENCE

- Master's degree.
- Experience with [REDACTED] and/or workforce development programs.
- Previous experience working in the non-profit or public sector.
- Previous experience working with and the development of partnerships, consortiums, collaborations and consensus building.

OTHER DUTIES AND REQUIREMENTS

- [REDACTED] Class C Driver's License.
- Perform other duties as assigned. Please note that this job description is not designed to cover or contact a comprehensive listing of activities, duties and/or responsibilities that may be required of the employee for this job. Duties responsibilities and activities may change at any time and without notice.

SALARY AND BENEFITS

- \$57,952.77 – \$95,622.08/GROUP 11 (reflects the entire pay range) based on a level of experience and education that exceeds the minimum requirements and is commensurate with the compensation scale (salary range).
- Medical, Dental, Vision Benefits
- Vacation, Sick and Personal Holiday Benefits

INTERNAL APPLICATION PROCEDURE

Internal applicants must review the Transfers/Promotions guidelines and complete a [REDACTED] Transfer/Promotion Career Opportunity Application within three (3) working days of the "Posting Date." This information can be requested from the Human Resources Department. The internal application should be submitted to Human Resources by the Internal Closing Date or within three (3) working days of the "Posting Date."

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EXTERNAL APPLICATION PROCEDURE

Email cover letter and resume to [REDACTED] [REDACTED] only employs individuals who are lawfully authorized to work in the United States.

You will be requested to complete an application at a later date if you are chosen for an interview. Based upon a review of your application and supportive information, applicants will be considered for the interview portion. The interview will cover education and experience requirements. Applicants who need reasonable accommodations to apply or interview for this position must notify Human Resources at least four (4) business days before the closing date of the position or, if applicable, at the time an interview is scheduled.

AA/EEO STATEMENT

It is the policy [REDACTED] to seek and employ qualified workforce at all locations, job sites, and facilities, and to provide equal employment opportunities for all applicants and employees in recruiting, hiring, placement, training, compensation and benefits, promotion, transfer, and termination.

[REDACTED]
Equal Opportunity Employer
[REDACTED]