



## **SELA Collaborative Director**

### **Organizational Overview**

Families In Schools (FIS) is a nonprofit organization based in Los Angeles, California, whose mission is *to involve parents and communities in their children's education to achieve lifelong success*. FIS is the “backbone organization” to a new collaborative in Southeast Los Angeles (SELA) focused on strengthening the Southeast Los Angeles community. The Southeast Los Angeles Collaborative (Collaborative) is comprised of eleven core agencies that leverage their expertise to support and empower Southeast Los Angeles residents. These agencies provide direct services, capacity building, research, advocacy, public policy expertise and grassroots organizing and share capacity to drive positive change throughout SELA. The vision of the Collaborative is to have an informed, engaged and empowered SELA community. In order to meet this vision, the Collaborative will focus its mission on strengthening the SELA nonprofit sector to maximize the power of community to address local issues. The Collaborative developed a 3-year plan (Collaborative Plan) that incorporate the key priorities, objectives and strategies for the next 3 years (see attachment).

### **Job Description**

FIS seeks a dynamic, results-oriented professional who is interested leading the SELA Collaborative in order to meet its mission, vision, and ongoing development of the collaborative. This is a full-time, exempt position reporting to the SELA Collaborative Board and be supervised by the FIS Director of Strategic Partnerships. As the “backbone organization” FIS will hire and manage staff assigned to work with the collaborative. The Director of the SELA Collaborative and other SELA staff will work for the SELA Collaborative Board in developing and implementing the program's goals and objectives.

#### *Responsibilities:*

- Overseeing the day-to-day operation of the Collaborative

- Ensuring the implementation of the SELA Collaborative Plan
- Hiring and managing staff and consultants
- Convening and managing the Collaborative Board meetings, workgroup meetings, and general Collaborative meetings
- Leading fundraising efforts for the Collaborative and representing the Collaborative in funder meetings
- Facilitating communication and alignment between the work of the Collaborative members
- Representing the Collaborative at regional and national conferences
- Developing relationships with stakeholders, partners, and political leaders

*Key Professional Standards:*

- Demonstrate an openness to feedback and a commitment to learning and improving
- Commitment to excellence in building the assets of underserved families
- High degree of integrity, strong work ethic and commitment to the efficient and effective use of resources
- Capability to think strategically and execute tactically within a high-functioning team-oriented environment
- Ongoing use of good judgment, tact and diplomacy in all professional matters
- Committed to building positive relationships with all agency stakeholders, across levels, roles and functions
- Commitment to equity, cultural-competency, and diversity

*Skills/Qualifications:*

- Bachelor's degree in political science, public administration, nonprofit management, or related field -- an advanced degree preferred
- 7-10 years of experience in leadership roles
- Experience and expertise on issues related to Southeast Los Angeles
- Demonstrated experience in managing collaboratives, community development, nonprofit management, and fundraising/grant writing; preference given to individuals with specific training on "collaborative management" techniques
- Strong program and staff management skills
- Exceptional people skills and the ability to build trust among staff, senior management, and Board members and external partners
- Ability to convey ideas and communicate concepts in writing with clarity and accuracy
- Social media savvy with experience using Facebook, twitter, Instagram to showcase work
- Excellent listening and public speaking skills
- Commitment to collaboration, teamwork, and accountability to oneself and others
- Culturally competent with the ability to seamlessly adapt in multicultural, multi-ethnic environments
- Willingness to work weekends and evenings, and travel as necessary
- Access to a car, possession of a valid driver's license, and proof of automobile insurance
- Bilingual in English and Spanish is desirable

- Ability to work in a fast-paced, results-oriented environment while maintaining quality attention to detail
- Ability to effectively work both independently and as a member of a highly collaborative, integrated team
- Can lift up to 25 lbs. (books, materials, supplies, etc.)

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## **Compensation**

\$70,000 to \$80,000 per year based on experience. FIS is an at-will employer. We provide employees with ongoing professional development opportunities through structured learning and training coupled with project assignments that maximize a diverse and high-functioning skill set. We offer a competitive benefits package that includes:

- Company-paid health insurance for employees and dependents after 3-months of employment.
- Vacation, sick and personal time
- Paid monthly parking
- 10-paid holidays per year and a 5-day winter break during the last week of December