

**JOB ANNOUNCEMENT**

<b>Job Title:</b>	ASSOCIATE DIRECTOR	<b>Position Type:</b>	Full-time, exempt
<b>Department:</b>	SOUTHEAST LOS ANGELES COLLABORATIVE	<b>Program:</b>	SELA
<b>Reports To:</b>	DR. WILMA FRANCO, SELA DIRECTOR	<b>Salary Range</b>	\$60,000-\$70,000

**Job Description**

The Southeast Los Angeles Collaborative is a network of organizations gathered to lead the area of Southeast Los Angeles into an era of increased vitality by bringing resources to build a robust infrastructure of local nonprofits, to inform and engage residents for increased civic participation, and to provide data and research specifically designed to explore the possibilities of this region. Families In Schools (FIS) is the “backbone organization” (fiscal sponsor) to the SELA Collaborative.

**DUTIES AND RESPONSIBILITIES**

- In Collaboration with the Director, oversee the day-to-day operation of the Collaborative
- Assists in project planning; provides reports and updates as required.
- Ensuring the implementation of the SELA Collaborative Plan including the development of program plans, timelines, and facilitating discussions. Including knowledge and experiences developing action plans.
- Demonstrated ability to plan, organize, and lead projects in collaboration with multiple stakeholders.
- Provides guidance and helps build consensus for data and evaluation related decision making.
- Oversees the development, quality, and reliability of a data management systems. Including the managing of internal data record keeping and refinement.
- Analyzes and synthesizes data to drive decision-making and demonstrates creative problem solving.
- Responsibility for making or contributing to important decisions about the Collaborative’s effectiveness, focus, and management.
- Communicates efforts and outcomes to all stakeholder groups
- Manage data agreements and relationships with program consultants.
- Facilitating communication and alignment between the work of the Collaborative members and the implementation of the strategic plan.
- Developing relationships with stakeholders, partners, and elected officials,
- Ability to prepare and present evaluation results in a manner that increases the likelihood that they will be used and accepted by a diverse group of stakeholders.
- Coordinate and implement efforts to educate the community by developing outreach materials that are community-friendly;
- Develops and maintains cooperative relationships with community agencies and organizations; represents program at appropriate meetings and community events.
- Attends community events and meetings and grows those relationships as needed.
- Develops and maintains community relationships
- Develop and implement metrics reporting system to facilitate the tracking of grant deliverables, this work will be done in collaboration with Director.
- Prepare regular reports and updates for public distribution, as necessary.
- In collaboration with the Director participates in fund development activities.

- Performs other related duties as assigned by management

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

- Master's Degree in education, policy, psychology, data and evaluation or related fields.
- Minimum of four years' experience with program development, program evaluation design, applied statistical analysis and management of evaluation projects.
- Proficient in Microsoft office suite, salesforce, and other data management system.
- Excellent organizational, communication skills, and writing skills, including interpersonal skills
- Strong facilitation and presentation skills.
- Project coordination experience, adhering to project deadlines/budgets and ensuring high-quality deliverables.
- High level of accuracy and attention to detail
- Ability to efficiently manage multiple projects with accuracy, effectively and respond to changing priorities
- Ability to adapt communication appropriately for purpose and audience
- Ability to work as part of the team, lead when appropriate, and accept feedback
- Strong organizational, problem-solving, and analytical skills.
- Good judgement with the ability to make timely and sound decisions
- Ability to effectively communicate and work with multiple stakeholders with diverse backgrounds and viewpoints.
- Demonstrated integrity and experience in driving others to strive for excellence in their work and leading others to new levels of effectiveness.
- Experience working in low-income communities, schools, and/or community-based (nonprofit) agencies.
- Bilingual in Spanish and English strongly preferred.
- Ability to thrive within a fast-paced, results-driven environment.

### **COMPETENCIES:**

- **Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- **Design** - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.
- **Project Management** - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
- **Strategic Thinking** - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

### **Skill and Ability to:**

- Demonstrate an openness to feedback and commitment to learning and process improvement;
- Desire to promote the assets of the organization in an effort to better serve our community;
- Dedication to the efficient and effective use of resources;
- Strong work ethic and commitment to professional quality, excellence and accountability to oneself and others;
- Capability to think strategically while executing 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.
- Can lift up to 25 lbs. (books, materials, supplies, etc.);
- Ability to successfully pass a finger-print background check.

**DEADLINE TO APPLY: Monday, February 25<sup>th</sup>, 2019**

**HOW TO APPLY: EMAIL RESUME TO [hr@familiesinschools.org](mailto:hr@familiesinschools.org)**

**INTERVIEWS WILL BE SCHEDULED: February 27<sup>th</sup>-4<sup>th</sup>, 2019**

**POSITION STARTS: March 18<sup>th</sup>, 2019**