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Position Announcement

Position Title: Deputy Director
Reports to: Executive Director
Team: Senior Leadership
Direct Reports: Senior staff in programs and operations divisions: currently four Program Managers, an Operations manager, and a Data & Evaluation manager.

Organization Background

Beyond Emancipation was founded in 1995 by inspired social workers who recognized the need for broader services and supports for young people transitioning out of foster care. Now more than 20 years later, B:E supports over 800 youth ages 14-24 each year in finding the strength and resources they need to live healthy, productive and connected lives. Recognized for our innovative and impactful approach to serving youth who have experienced foster-care and/or probation, we hold sacred the fundamental belief that young people are inherently creative, resourceful, and whole - not broken or deficient.

Our highly-trained and deeply-committed staff engage youth in an empowering co-active coaching process that supports them in developing new capacities and accessing their own strengths, voice, and values. In this way, young people who often have had little control over their lives are empowered to make conscious decisions and take bold action towards achieving their goals and dreams. This award-winning coaching model - Creative Connected Resourceful and Whole (CCRW) – is at the center of a host of innovative programs and supports that address the education, housing, employment and other independent living needs of youth engaged in the hard work of transforming their lives and futures.

Position Summary

This is an exciting and important moment for Beyond Emancipation. Recent years have seen significant growth with new programs and contracts that have more than doubled our budget and helped us build a strong, compassionate, collaborative and cohesive team of 40 staff. With this growth, it is clear that we need to bolster our senior staff structure, and we are excited to bring on our first Deputy Director (DD) who will directly manage and supervise the senior staff in B:E's program, operations and data and evaluation divisions.

Bringing senior experience as a manager, leader and strategist, the DD will lead and strengthen our current programs, contracts and operations; design and implement effective systems to support accountability, alignment and collaboration across the organization; and serve as a strategic thought partner to the Executive Director, who will work with the Deputy Director to identify and pursue appropriate program opportunities and partnerships, and share B:E's unique program model with partners in the fields of child welfare, education and youth development.

Key Areas of Focus

Although this is a new senior position with broad responsibilities that may shift over time, the DD will initially lead B:E to continued success by focusing on the following:

- **Ensuring consistent provision of high quality, impactful programs that align with our mission, reflect our values, and deliver on our contractual obligations.**

The DD will manage and provide direct supervision to the leadership staff of all our programs, as well as overseeing relevant contractors and consultants. Current programs include housing, workforce pathways, aftercare and - our newest program - independent living skills. The DD will build strong teamwork among program leaders engaging them to support each other, and resolve resource gaps and other challenges together.

Through supervision and support for the program management team, the DD will ensure that all our programs maintain an unwavering focus on youth-centered services imbued with a strength-based, permanency-focused, and culturally relevant perspective. This includes supporting program managers to build strong staff teams; monitoring staff capacity and workflow; setting, tracking and meeting meaningful and achievable goals; and complying with all contract and reporting requirements.

The DD will also work with our Data & Evaluation Manager to support data-driven program development and to cultivate an organizational culture that practices ongoing learning and evaluation. The DD will also collaborate with our Director of Coaching & Talent Management to build individual and bench strength on teams, develop internal leaders, create opportunities for advancement, and support the integration and application of our CCRW coaching model throughout all programs and services.

- **Developing the systems, processes and structure needed to catch up with recent growth and absorb further expansion.**

With a rapidly growing staff, including many recent hires, and major new contracts and initiatives underway, B:E needs to review and refine our internal systems and processes. The DD will assess current structures, identifying and building on those that work, and filling gaps where needed. This process will balance the need for guidance, standardization and consistency with maintaining a culture that encourages creativity and experimentation.

Examples of focus areas include HR systems, performance management, data management, and other processes and infrastructure improvements that support our already excellent staff to do their best work efficiently and effectively while growing professionally. In developing these systems, the DD will supervise and partner with the Operations Manager and the Data and Evaluation Manager, to identify and implement quality performance management and human resources practices as well as ensuring that equipment and technology needs are being met and that our facilities provide a welcoming, clean, and nurturing environment for youth.

- **Providing strategic leadership on planning, organizational development, program evaluation, new opportunities, relationships and field-building.**

The Deputy Director will play a key leadership role on the B:E senior management team, working with the ED and Directors of Finance, Development, and Coaching & Talent Management to analyze needs, plan ahead, and set priorities, budgets,

operating plans and organizational development for B:E. The DD will contribute up-to-date knowledge on evolving programming needs and opportunities by anticipating and staying informed of trends and policies in the field as well as trends in our community and their potential impact on B:E and the youth we serve, and by identifying new partnerships, alliances and program opportunities.

Together with the Executive Director, the DD will lead development and tracking of outcomes and evaluation methods that are appropriate to our work and goals, and will promote our CCRW model and share our experience of what works in serving transition-age foster youth. In partnership with the senior staff team, the DD will lead assessment of the cost benefit of our programs and the sustainability of our program model. The DD will support the E.D. in cultivating and maintaining positive relationships with our diverse array of collaborative partners, including serving as a liaison to Alameda County Child Welfare to ensure a strong, responsive, dynamic and effective program and contractual partnership.

Qualifications and Qualities of Ideal Candidate

We are hoping to bring on a candidate with as many of the following areas of knowledge, ability, skills and experience as possible:

- ✓ At least 5+ years in progressively senior level management and leadership positions in a nonprofit organization with an additional 3+ years providing direct services ideally to foster or other youth populations who have experienced instability and/or trauma.
- ✓ Demonstrated commitment to social justice and strengths-based youth-centered work.
- ✓ Experience leading the development of collaborative, cross-functional teams and the ability to coach and inspire the leadership capacity of team members.
- ✓ Strong people management, training, and supervision experience, including knowledge of human resources and performance management systems and practices and the ability to make difficult decisions informed by sound process.
- ✓ Strong fund development, financial management and budgeting skills; and extensive experience working with government contracts and foundation funders.
- ✓ Track record of innovative program development and implementation in a direct service organization.
- ✓ Strong understanding of program evaluation, data tracking and analysis and outcomes measurement.
- ✓ Demonstrated resourcefulness in setting priorities, proposing efficiencies, and guiding investment in people, systems and facilities.
- ✓ Systems-oriented thinker with the ability to translate vision and ideas in to action.
- ✓ Proven track record in successfully navigating and understanding the need to work across and within multiple systems (probation, education, housing, mental health, child welfare, etc.).
- ✓ Exceptional written and verbal communication skills.
- ✓ A high level of self-awareness, cultural competence, and emotional intelligence; optimistic, creative and resourceful; with a sense of humor and a can-do attitude.
- ✓ A kind leader who sees value in every person and communicates respect and encouragement to people at all levels.
- ✓ Grounded and flexible with a high degree of integrity and transparency and a commitment to continuous learning.

- ✓ Residential experience, knowledge of licensing requirements, and coaching experience would be a plus.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

As mandated by Community Care Licensing (CCL), an offer of employment for this position will be contingent upon successful completion of a background check, including fingerprinting. The successful applicant will also have TB test clearance, possess a valid California driver's license, and maintain a clean DMV record.

Physical requirements

The physical demands of this position are light with the expectation that the staff person can exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree. Physical demands are in excess of those of sedentary work. The position requires frequent computer use at a workstation. The Deputy Director must be able to travel by car and occasionally by air to meetings at locations across the state and nationally. B:E will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description and its physical requirements will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

Compensation and hours

This is a full time, non-exempt, salaried position. Your schedule may vary based on need and could extend into the early evening, with some weekend hours. Exact salary will be determined upon hiring, in the range of \$108K to \$118K. Benefits are generous, with fully paid employee health and dental insurance and 80% dependent coverage. Paid time off includes vacation, sick, and personal days, as well as holidays. Voluntary vision and retirement plans are also available.

Equal Opportunity

B:E is an equal opportunity employer that supports and lives diversity in our staffing and values. B:E complies with applicable federal, state, and local laws governing nondiscrimination in employment and encourages and seeks qualified candidates from people of all backgrounds.

Application process

Applications will be accepted through April 24th, 2017 or until the ideal candidate is identified. **Early submissions are encouraged** and candidates of interest will be contacted shortly after receipt. Due to the anticipated volume of applicants, we regret that we will not be able to respond individually to each applicant. No phone calls, please.

To apply, please send a resume and a cover letter outlining your interest, qualifications, and how you learned of the position to the following email: deputydirectorjob@beyondemancipation.org