

FOUNDATION FOR THE CAROLINAS

Title: Director, Leading on Opportunity (LOO) Division/Department: Community Programs and Civic Leadership (CPCL)

Reporting To (title): Executive Vice President, Community Programs and Civic Leadership

FLSA Classification: Exempt Non-Exempt

Employment Type: Full Time Part Time Intern Temporary/Contract

POSITION SUMMARY

Using the Charlotte-Mecklenburg Opportunity Task Force Report as the guide (as well as incorporating evolving research on the topic), the Leading on Opportunity Director will work with Foundation staff and the Leading on Opportunity Council to develop goals, priorities and frameworks to facilitate systems change. Additionally, the Director will work collaboratively to build a marketplace for evidence-based and community-informed change ideas, develop and continuously refine a framework for collective action, and serve as a hub for spokes of advocacy and action across multi-sector stakeholders in the community. The Director will build and manage a high-performing small team to guide the effective execution of strategies and leverage the community's time, talent and treasure to carry out this critical work.

The ideal candidate will have one or more of the following attributes:

- 1) An intense curiosity and expertise in discovering cutting edge research, evaluating its relevance, assuring efficacy, and applying the discoveries to achieve targeted outcomes.
- 2) Demonstrated leadership accomplishments working through influence vs. positional authority.
- 3) A deep understanding and evidence of effective leadership to create broad-based collective engagement in complex systems.
- 4) Proven results identifying and crafting systems change and/or process improvement strategies resulting in measurable outcomes.

DUTIES & RESPONSIBILITIES

Strategy, Leadership and Relationship Management

- Provide passionate leadership and create a sense of shared community commitment to the vision of the task force report.
- Develop strong relationships and, in close partnership with the community, lead the crafting of a compelling vision for the community.
- Establish long-term systems change goals and short-term, evidence-based and/or data-informed process improvement strategies for the opportunity work, along with key indicators to measure progress.
- Collaborate with multiple and diverse stakeholders, including educational partners, governmental entities, existing program providers, funders, business leaders, grassroots organizations, faith communities and other partners throughout the community.

- Convene community resources to create data collaboratives to track critical metrics, establish a shared dashboard to report relevant findings and outcomes, and ensure that data drives action across the community.
- Serve as the public voice for the work and create a sense of common purpose and shared alignment across the county.
- Encourage cross-sector collaborations and serve as trusted advisor to others in the community on opportunity issues.
- Monitor and incorporate latest national research and best practices regarding economic opportunity, social justice, social change and community engagement.
- Advocate for appropriate systems changes at the community, program and policy levels (local, state and national).

Communications

- Effectively communicate complex issues to diverse audiences in all parts of our community.
- Develop and implement external communications strategies based on the thorough evaluation of the most effective means to build trust, alignment, and partner engagement resulting in community support for the work and which fosters the identification of new opportunities
- Oversee development of a comprehensive communications strategy to help ensure success of the work.
- Serve as primary spokesperson for LOO work with media, community events, conferences, etc.

General Management

- Develop, maintain and support a strong Leading on Opportunity Council and build Council engagement with strategic direction.
- Direct a broad range of Council and committee activities including: developing meeting materials, identifying and/or delivering educational opportunities, preparing and/or delivering presentations.
- Attract, lead, coach and manage a high-functioning, action-oriented, results-driven team and provide oversight for program evaluation and impact.
- Ensure effective development of systems to track organizational progress.
- Build and provide guidance to community action teams.
- Develop and manage the operating budget and define strategic funding needs.
- Develop and implement a fundraising strategy to support the sustainability of the organization
- Provide support when requested for all Foundation activities
- Supervises assigned direct reports and works to develop skills and competencies; maintains high morale, team retention and productivity; accountable for required managerial tasks

JOB QUALIFICATIONS

Required

- Bachelor's degree required; advanced degree desired.
- 8-10 years of proven leadership experience in social justice, public health, education, public or nonprofit administration or philanthropic leadership that demonstrates a passion for this work.
- Experience in community building efforts & knowledge of a broad range of issues addressed through this work.
- Evidence of operational management experience to include budget responsibility.
- Demonstrated ability to relate, build trust and engage with a variety of stakeholders and external partners such as civic leaders, community organizations, and families.
- Ability to work both independently and in collaboration with other stakeholders.

- Demonstrated skills in working with diverse groups of people.
- Working knowledge of the principles, practices and techniques of performance measurement, program evaluation and evidence-informed decision making.
- Effective meeting facilitation and organizational skills.
- Experience with public speaking, persuasion and advocacy.
- Proven leadership, collaboration and coordination skills and experience.
- Ability to multi-task, work under pressure and maintain deadlines.
- Ability to work both independently and as part of a team.
- Excellent computer skills including working knowledge of MS Office applications and ability to learn FFTC database applications.
- General ability to perform the essential functions and overall physical and mental requirements of this position, including stamina to perform tasks over extended periods
- Occasionally moving about to accomplish tasks or moving from one worksite and/or workstation to another

Preferred

- Working knowledge of the Charlotte-Mecklenburg community, including its neighborhoods, critical issues, key organizations, civic leaders, resources, etc.

This job description is not designed to cover or contain comprehensive listing of activities, duties or responsibilities that are required for the position. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

POSITION SPECIFIC COMPETENCIES

Select from the following position-specific competencies. Please limit the total number of competencies to 10 or less.

All Employees: Communication & Interpersonal Skills

Executive Team: Leadership Strategic Thinking Fiscal Stewardship

All Supervisors: Delegating Responsibility & Empowering Employees Managing Employee Performance Ensures Consistent Policies & Practices

General:

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| <input type="checkbox"/> Affiliate Management | <input type="checkbox"/> Budgeting & Cost Awareness | <input type="checkbox"/> Building Organizational Commitment |
| <input type="checkbox"/> Building Team Environment | <input type="checkbox"/> Client Records | <input type="checkbox"/> Concern for Employee Satisfaction |
| <input type="checkbox"/> Customer Skills | <input type="checkbox"/> Dependability | <input type="checkbox"/> Ensures Proper Training in New Technologies |
| <input checked="" type="checkbox"/> Entrepreneurial Orientation | <input type="checkbox"/> Equipment Skills | <input type="checkbox"/> Fund Management |
| <input type="checkbox"/> Implementing New Technologies | <input checked="" type="checkbox"/> Initiative | <input type="checkbox"/> Innovative Thinking |
| <input type="checkbox"/> Job Skills | <input checked="" type="checkbox"/> Managing Meetings | <input type="checkbox"/> Managing Multiple Priorities |
| <input type="checkbox"/> Meeting Targets | <input checked="" type="checkbox"/> Presentation Skills | <input type="checkbox"/> Product Knowledge |

Productivity

Project Management

Quality of Work

Relationship Building/Networking

Results Oriented

Technical Skills

Time Management

Training & Development

Writing Skills