

POSITION ANNOUNCEMENT PRESIDENT AND CEO, YOUTH UPRISING

LOCATION: Oakland, California
REPORTS TO: Board of Directors
STATUS: Full-Time, Exempt
CLOSING DATE: 4-13-18



ABOUT YOUTH UPRISING:

Since it's opening in 2005, Youth UpRising (YU) has grown from a barebones operation to a \$6 million organization with a 29-member staff operating in a bustling, 25,000-square-foot, high-tech youth leadership development center including a café, media arts center and health clinic.

YU serves Alameda County residents between the ages of 13 and 24 - primarily at-risk youth. Through innovative, culturally relevant programming in the areas of Arts and Expression, Career and Education, Health and Wellness and Social Enterprise, YU attracts an astounding and ever-expanding membership of over 4000 youth.

YU's mission is rooted in community transformation driven by investments in youth and young adults that result in the personal, social and economic transformation of all residents. YU exists to build healthy, economically robust communities in East Oakland and the surrounding county, creating social change by harnessing the leadership of young people through consciousness raising, personal transformation, hard skill cultivation and leadership development.

For more information about Youth UpRising go to www.youthuprising.org.

ABOUT THE OPPORTUNITY:

Youth UpRising offers the successful **President and CEO** an opportunity to join an innovative, dynamic organization with a compelling mission and a successful track record of attracting, engaging and serving a high-risk population in strategies for personal, professional and community transformation. In joining YU's staff, the **President and CEO** will become part of a high-performing, passionate and diverse team of 29, including indigenous community members, those who are deeply committed to social change and youth who help to keep the organization attuned to the current realities of youth culture.

The new **President and CEO** will be positioned for significant success and ongoing professional growth as YU looks to chart our course for future growth and greater impact. Programs and practices will be developed and strengthened through strategic planning positioning us for a continued national leadership model in youth development and urban community transformation.

ABOUT THE POSITION:

YU seeks a collaborative and courageous President and CEO to provide visionary leadership and management of YU, its staff and its partnerships ensuring healthy and sustainable growth and strategically positioning YU as a leader in the field of youth leadership development and urban community transformation. The **President and CEO** will be responsible for all aspects of YU's programmatic and fiscal management including annual evaluation, fund development, strategic planning and budgeting. The **President and CEO** will maintain and grow successful and productive local, regional and national community relationships. The **President and CEO** will represent YU's organizational goals and values in a clear and inspiring manner and assure that the organization has a long-term strategy to achieve its mission in alignment with its values.

PRIMARY RESPONSIBILITIES:

INTERNAL MANAGEMENT

Overall Leadership and Strategic Planning:

- **VISIONARY LEADERSHIP** - Identify and strategically take advantage of opportunities for YU to grow as a leader in urban community transformation
- **MISSION ALIGNMENT** - Ensure YU's operation aligns with its vision, mission, guiding principles and youth development model and meets the expectations of its members, board and funders
- **ORGANIZATIONAL STRUCTURE** - Develop and implement an effective organizational structure and oversee the efficient and effective day-to-day operations
- **ANNUAL EVALUATION** - Ensure an accurate and relevant annual evaluation of YU, including a process for moving toward impact-based evaluation
- **STRATEGIC PLANNING** - Implement a strategic plan which incorporates goals and objectives that advance the development of YU and that is supported by staff and program partner work plans; Ensure that YU's members, partners, funders, staff and volunteers buy-in to the overall direction and development of YU
- **YOUTH LEADERSHIP AND URBAN COMMUNITY TRANSFORMATION** - Maintain knowledge of developments and trends in the field; Use personal modeling and organizational best practice to facilitate leadership development

Staff/Volunteer Management:

- **STAFFING REQUIREMENTS** - Determine staffing requirements for the most effective operation of YU and its programs; Develop and supervise an effective Leadership Team

- **JOB DESCRIPTIONS AND WORK PLANS** - Work with the Leadership Team to develop and update all job descriptions and work plans
- **STAFF MANAGEMENT** - Oversee the recruitment, interviewing, hiring, supervision and development of staff; Ensure effective management and evaluation tools are used; Coach and mentor staff to improve performance and develop leadership
- **STAFF EVALUATION** - Implement a performance review process including ongoing performance monitoring and annual performance reviews
- **LEADERSHIP DEVELOPMENT** - Oversee the implementation of a comprehensive strategic plan for YU staff and member development to build capacity regarding core, managerial, positional and organizational competencies
- **WORK ENVIRONMENT** - Establish a positive, healthy and safe environment to attract, keep and motivate diverse top-quality staff
- **HR POLICIES** - Oversee the development and implementation of human resource policies and practices including staff orientation
- **VOLUNTEER ENGAGEMENT** - Promote active and broad participation by volunteers

Program Development, Oversight & Evaluation:

- **PROGRAM MANAGEMENT** - Oversee program and service delivery to improve quality and ensure vision and mission alignment; Ensure that programs/services contribute to the mission and reflect Board priorities
- **RESOURCE MANAGEMENT** - Allocate resources to maximize effectiveness/efficiency

- **CONTRACT MANAGEMENT** - Oversee program development, implementation and evaluation and meet contractual obligations
- **MEDIA ARTS PRODUCTION** - Oversee the development of Media Arts as a production house and magnet to draw youth into the vast array of YU's programming
- **PROGRAMMATIC COLLABORATION** - Facilitate collaboration among programs; Ensure strong relationships with key service-providers

Board Development:

- **RECRUITMENT** - Recruit Board members with the skills to further YU's goals and develop processes to foster Board development
- **VISION and PLANNING** - Work with the Board to keep vision and direction up-to-date; Identify, assess and inform the Board of issues affecting YU; Identify areas requiring planning; Develop recommendations for new policies and/or programs for Board approval; Execute all Board policies/decisions
- **FACILITATION** - Facilitate the work of the Board by developing meeting agendas, resource materials and reports; Grow Board capacity by supporting Board Committees; Assist committee chairpersons; Assist in setting policy and monitoring performance
- **COLLABORATION** - Foster effective team work with the Board, staff and partners
- **FUNDRAISING** - Engage Board members in effective, tailored ways to grow resources

Facility Oversight:

- **RISK MANAGEMENT** - Ensure facility maintenance to protect the investment and guard the County of Alameda against liability
- **FACILITY MAINTENANCE** - Keep the facility updated and functioning to meet the needs of members, staff and partners

COMMUNITY AND MEDIA RELATIONS

- **REPRESENTATION** - Represent YU to enhance the organization's community profile and publicize YU's activities, programs and goals
- **STAKEHOLDER DEVELOPMENT** - Continue to build community support for YU with traditional and non-traditional stakeholders, including those who promote safety; Forge

productive external relationships with local, regional and national partners including community groups, funders and politicians

- **RESOURCE MATERIALS DEVELOPMENT** - Oversee a comprehensive strategy to distill and disseminate mission-related practice-based policy resources to engage and educate the public, government and community and faith-based organizations
- **COMMUNICATIONS STRATEGY** - Oversee the development and implementation of a Communications Plan which includes a media strategy and relationships with local, regional and national media outlets
- **PROGRAM-SPECIFIC RELATIONS** - Collaborate with YU Directors to maintain and grow relationships with community and partner organizations to benefit program goals

FINANCIAL PLANNING AND MANAGEMENT

- **FINANCIAL OVERSIGHT** - Ensure sound bookkeeping, accounting and other appropriate controls for YU, including monthly cash flow monitoring
- **BUDGET DEVELOPMENT AND IMPLEMENTATION** - Oversee an effective budget development process with Directors, the Board Finance Committee and the Board and direct expenditures under budget
- **REPORTING** - Develop and coordinate, with the Board Finance Committee, monthly, quarterly and annual financial reports; File 990s timely and ensure audit preparation

FUNDRAISING AND FUNDER RELATIONS

- **STRATEGY and IMPLEMENTATION** - Oversee the development and implementation of strategy to grow revenue from government and major donors, foundations, corporations, individuals and earned income; Facilitate the creation of a strategic plan including the development and marketing of a planned giving program; Create innovative and achievable concepts to attract new partnerships; Develop, implement, report on, market and resource programs
- **RELATIONSHIP DEVELOPMENT** - Maintain and cultivate relationships with funders
- **FUNDRAISING** - Ensure the budgeted cash income is met every fiscal year

QUALIFICATIONS AND COMPETENCY REQUIREMENTS:

Required Qualifications

- ORGANIZATIONAL MANAGEMENT - A minimum of four years of senior management experience including a budget of \$3 million or more and leading fund development, financial management and contract negotiations; Prior experience as an Executive Director of a publicly/private funding nonprofit organization is preferred
- EDUCATION - A bachelor's degree from an accredited college or university in areas such as youth development, social justice, public policy or business administration is required (Eight years or more of professional experience may be considered in lieu of a degree); Master's degree is a plus
- SYSTEMS DEVELOPMENT - Experience creating effective organizational infrastructure including programmatic framework and systems for evaluation, financial management and core operations; Demonstrated commitment to integrate methods for leadership development
- MESSAGING - Strong capacity for and experience with public speaking and knowledge of campaign development
- EXCELLENT COMMUNICATION SKILLS - Exceptional communication skills including the ability to research, assimilate and analyze information, compose documents and present data clearly and concisely
- POLITICAL KNOWLEDGE - Of the City, County, State and Federal landscape including issues of funding, public safety, programmatic collaborations and best practices for community transformation
- YOUTH LEADERSHIP DEVELOPMENT EXPERIENCE - Demonstrated capacity to work with youth; Articulated philosophy and commitment to youth leadership development; Programmatic experience
- PEOPLE MANAGEMENT EXPERIENCE - Over five years of experience training, managing and developing a diverse team of leaders
- PROGRAM MANAGEMENT EXPERIENCE - Experience planning, developing, managing and evaluating programs
- PROJECT MANAGEMENT EXPERIENCE - Demonstrated experience organizing and managing events and campaigns
- PERSONAL CAPACITY - Capacity to serve as a role model with commitment to behavior that uplifts youth and fosters transformation
- AVAILABILITY - Some evenings or weekends
- COMMUNITY ORGANIZING - Experience a plus
- BILINGUAL - Spanish proficiency a plus

Core Competencies Required of All Staff

- HIGH PERFORMANCE
- ORGANIZATIONAL SKILLS
- FLEXIBILITY
- POSITIVE ATTITUDE
- SOCIAL SKILLS
- CRITICAL THINKING

Desired Characteristics

- LEADERSHIP
- PATIENCE
- INSIGHT/DISCERNMENT
- PROFESSIONALISM
- SENSE OF HUMOR
- MOTIVATIONAL POWER
- ETHICAL
- STRATEGIC
- ACCOUNTABLE
- EMPATHETIC

COMPENSATION AND BENEFITS: Competitive compensation, commensurate with experience, and full benefits.

APPLICATION INSTRUCTIONS AND DEADLINE:

To apply, send a cover letter, resume and list of three references on or before 5:00 p.m. on Friday, April 13, 2018 to youthuprising@walkeraac.com. *Email applications are required.* Use the Subject Line: President and CEO, Youth UpRising. Documents must be Microsoft Word or PDF files only (PDF files are preferred). Resume review begins immediately.

Youth UpRising is an Equal Opportunity Employer. Youth UpRising strives to reflect the diverse community it serves. Applicants who contribute to this diversity are strongly encouraged to apply.