



EXECUTIVE DIRECTOR JOB ANNOUNCEMENT

Established in 2011 the San Diego Youth Development Office (YDO) is an intermediary organization that offers expertise, services, and resources to organizations and programs that provide positive human development, education and work readiness to children, youth, families and communities. **We advocate for policies, funding and services** that provide more opportunities for ALL children, youth and families through an equity lens. **YDO brings attention to gaps in opportunities and resources** for those who are underserved.

We value: Equity for All Children, Youth & Families; Youth Empowerment & Involvement; Access to Mentoring & Caring Adults; Opportunities and Resource for ALL; Holistic, Human-Centered Approach to Problem Solving.

POSITION TITLE: Executive Director

REPORTS TO: Advisory Board

FULL TIME: 40 -hours, exempt, based in San Diego with some travel

COMPENSATION: Commensurate with experience

POSITION DETAILS: Job Description Attached

TO APPLY: Please send cover letter and resume by **July 27, 2018** to hrsandiegoydo@gmail.com

For more information on the work of the YDO please visit our web page at <http://www.sandiegoydo.org/>



Executive Director

Overview

The San Diego Youth Development Office (YDO) was developed in the Spring of 2011 by a cross-sector Steering Committee/Advisory Group comprised of county, public, philanthropic, and nonprofit leaders to address the current fragmentation of the systems and services that support youth ages 0-24. The YDO is an independent office, with strong support from its advisory board members. With initial philanthropic investment, the YDO Director has been charged with working closely with city, county, and nonprofit entities as well as the larger community to weave together a strong youth development system of care that is responsive to and supportive of San Diego's youth.

Job Description

The job of the Director will be to coordinate, convene, and facilitate collaboration between the diverse systems and services that support youth across the spectrum from prevention to intervention. The progress and impact of the YDO will be measured both by the processes and connections it creates as well as positive movement in key identified youth development measures.

YDO Priorities

The next YDO Director will be a dynamic and engaging leader and spokesperson for youth. It will be imperative that the next Director will excel at developing and sustaining meaningful relationships with corporate and community leaders, communicating the urgency of the YDO mission and the indicators of successful outcomes.

Fundraising

Current financial resources provide for approximately 9 months of full support for the next Director. With this and the above priorities in mind, the immediate task for the YDO Director will be to implement a fund development and sustainability plan for continued work of the YDO.

- Establish long-term strategic direction resulting in clear fundraising goals, objectives and results
- Define, drive and achieve results with new and existing major fundraising efforts; secure major gifts
- Work with individual, corporate and foundation partners to maximize donor retention and secure new and diverse investors
- Drive effective and positive public and community relations
- Work closely with the public officials to build credibility and develop a funding base that may include an appropriate amount of governmental dollars (City, County, State, and Federal)
- Work with the nonprofit community to implement and sustain collaborative partners that advance the YDO mission



The Position

The Director is responsible for overall leadership and operational management of the YDO. Reporting directly to the Advisory Board, the Director has overall responsibility for guiding the development and execution of an annual workplan (to be developed in partnership with the Advisory Board).

Building the elements and timeline of the YDO's first year to be reviewed by the Advisory Board will be the Director first task. It is anticipated that the following elements will be included and executed within the first year:

1. Establish long term sustainability for the office through developing a diverse funding approach (public, private)
2. Develop a map of the connections (and disconnects) between existing youth development services, organizations, and systems. Share map with stakeholders, make adjustments, and use as a living document to convene parties and discuss interconnections.
3. Identify areas for improvements of youth development systems policies and practices
4. Develop a transparent communication strategy to strengthen youth development services among stakeholders
5. Work with Advisory Board, stakeholders, and larger community to develop a "scorecard" of matrices that will chart the success of the YDO and its intended systems change.
6. Establish strong relationships and a clear meeting and communication process with elected officials and/or their staff, key corporate and community stakeholders, and the Advisory Board

Primary Responsibilities of the Director:

- Collaboration and coordination with community leaders, State and local governments, education entities, philanthropy, and community-based organizations
- Management of the operations and resources of the YDO, including managing staff and budgets in subsequent program years
- Working effectively with the Advisory Board and its Chair and other Board identified partners regarding programming, resource allocation, and evaluation
- Establish long term sustainability for the office through developing a diverse funding approach (public, private)



Essential Qualifications

- A Bachelor's degree from an accredited college or university
- Experience in diversified fund development
- At least 5 years of experience in a management/administrative capacity, with at least 2 years of experience in policy, neighborhood revitalization, youth services and public services systems integration, or a related field
- Demonstrated evidence of a collaborative leadership style and eagerness to involve parents, service providers, community partners, and staff in the work of the YDO
- Ability to navigate complex political environments
- Demonstrated experience in being a transformational leader and a force for youth development
- Excellent presentation and public speaking skills

Desirable Experience

- Fluency in a language other than English
- Experience with consensus building among institutions, agencies, systems involved in the delivery of services to children and families
- Public relations

Compensation Range:

Commensurate with experience.