

## Job Announcement

### Coalition Supporting Young Adults

<b>Job Title:</b>	Executive Director
<b>Type of Position:</b>	Full-time, exempt from overtime
<b>Salary:</b>	\$60,000 to \$65,000 annually
<b>Benefits:</b>	80% health insurance, vision, dental, life insurance
<b>Reports to:</b>	CSYA Board of Directors
<b>Supervises:</b>	Project consultants, staff, interns
<b>Work Location:</b>	YouthBuild office
<b>Work Schedule:</b>	Typical hours Monday -- Friday 8 am- to 5pm, evening/weekend hours possible
<b>Physical Demands:</b>	Periods of sitting, standing and/or driving, repetitive use of upper extremities, ability to lift or move up to 10 pounds, and occasional bending or kneeling
<b>Opening Date:</b>	Wednesday, Nov 25, 2020
<b>Closing Date:</b>	Monday, January 4, 2021
<b>Application Process:</b>	Email resume, cover letter describing your interest in this position, and three references to <a href="mailto:hr@csyalouisville.org">hr@csyalouisville.org</a> . Select applicants will be asked to submit written responses to questions prior to an interview.

Questions on this position may be directed to Elizabeth Senn-Alvey, [esennalvey@emergingwork.org](mailto:esennalvey@emergingwork.org).

**Organization Summary:** First started in 2011, CSYA is a collective action initiative of more than 650 members representing over 60 community organizations or departments in Louisville who are committed to transforming the way we support vulnerable youth and young adults. We accomplish this by authentically engaging marginalized young people, advocating for their success, and connecting them with programs and other opportunities.

In 2021, CSYA will transition from an all-volunteer initiative into an incorporated nonprofit. During this process, the Executive Director will be an employee of YouthBuild Louisville. The board of CSYA will supervise the Executive Director and will work closely with the ED to establish organizational goals, plans, and processes.

The Coalition is committed to creating a diverse, inclusive, and welcoming environment and is proud to be an equal opportunity employer. The Coalition celebrates and cultivates diversity along multiple dimensions, including race, ethnicity, sex, gender identity, gender expression, sexual orientation, age, national origin, socioeconomic status, religion, ability, culture, and experience.

**Job Description:** The Executive Director will bring together partners and stakeholders from multiple sectors to create, expand, and improve systems and services for young people ages 16- to 24 who are disconnected from education and employment or have been involved in child welfare or justice systems.

This position is responsible for all activities associated with the management and direction of the Coalition including service coordination, public understanding of issues impacting disconnected and system involved youth, and advocacy at state and local levels.

**Job Tasks: Executive Director will conduct or lead staff/consultants who:**

Create Community Agenda

- Identify effective strategies for ensuring education, employment, housing, mental health, and related policies and programs are focused on equity and eliminating implicit and explicit racial bias
- Convene community partners to create and revise a community-wide disconnected youth policy and practice agenda
- Collaborate with partners to identify and maintain an up-to-date inventory of education, employment, youth-specific housing, and related programs
- Identify tools for assessing the needs of individual youth and young adults
- Develop position statements informing decision makers at local and state levels on impacts of policies on youth and young adults
- Identify effective and authentic ways to engage youth and young adults in community level leadership and decision making
- Develop strategies for communicating to the public that reframes or amplifies the issues that impact youth and young adults
- Maintain open and continuous communications with system level leaders, public officials, and local decision makers
- Serve as a subject matter expert on vulnerable youth
- Stay current with emerging strategies and issues regarding youth development, education engagement, adolescent mental health, and career pathways
- Report to the community the successes and continued challenges including recommendations on needed policy and program changes

Deliver Programs

- Develop training, reference materials, and workshops for coalition and community members
- Identify "access points" for a network of supports for system-involved and disconnected youth
- Develop processes for coordinated outreach, needs assessments, and data tracking
- Support the current youth advisory group
- Develop a strategy for communicating to young people about available resources
- Develop tool kits and other resources for working with vulnerable youth
- Create a process for connecting adult mentors with youth and young adults requesting coaching, advice, or connections

Build Coalition

- Develop a strategic plan for the coalition that strengthens both individual member organizations and links between organizations
- Connect with existing coalition members to identify ways the coalition can help them reach organizational and collective goals
- Develop methods for evaluating effectiveness of coalition activities

- Coordinate and facilitate coalition meetings to promote collaboration, negotiation, and problem solving
- Report on coalition progress and program activities
- Identify effective and authentic ways to engage youth and young adults in decision making in the coalition
- Develop a strategy for communicating to the public and current/potential members about the coalition
- Develop a process for identifying, reaching out to, orienting, and actively engaging new members
- Serve as a spokesperson for the coalition

### Manage the Organization

- Develop, maintain, and support a strong Board of Directors
- Supervise, mentor, and direct the work activities of coalition staff and consultants
- Establish priorities, deadlines, and workflow processes for staff and consultants
- Seek and write grant proposals to secure funding
- Establish and implement fundraising goals and strategies, track progress toward goals and modify activities as needed
- Cultivate relationships with individuals, public sector, corporations, and private foundations who may support the organizational mission and activities
- Ensure the agency follows sound, consistent personnel policies, and direct the recruitment, hiring, training, evaluation, and termination of staff
- Develop marketing and media materials for print, social media, newsletter/website
- Partner with the Board to monitor the agency's finances, ensure that the organization operates within its annual budget, and has adequate resources to fund operations
- Ensure operations and programs are compliant with relevant employment laws and legal reporting requirements, including appropriate safety precautions, staff clearance, parental permission procedures and background checks
- Foster a culture with the staff that promotes teamwork, equity, and compassion
- Submit reports on activities and outcomes to funders, the Board, and the public

### **Qualifications**

#### Knowledge and Skills

- Highly skilled in organizational leadership, strategic thinking, and collaboration
- Understand best practices for building and evaluating the impact of a coalition
- Knowledge of practices that address racial injustices within organizations and complex systems
- Excellent presentation and communication skills and ability to serve as an effective and inspiring spokesperson, advocate, and relationship builder
- Able to manage multiple projects, anticipate obstacles, and meet deadlines under pressure
- Skilled in working with board of directors, public and private funders, and the media
- Knowledge of nonprofit financial management, including developing, executing, managing, and reporting budgets
- Experience creating new programs and evaluating results
- Proficient in Microsoft Office, Excel, PowerPoint and Google Drive

## Education and Experience

- Bachelor's degree required; graduate degree preferred
- Five years of experience in community development, leadership, collaboration with diverse organizations
- Five years of experience addressing the needs of marginalized communities; experience working with youth of color is preferred
- Track record of developing and maintaining trusting relationships with a diverse range of stakeholders, ability to meet people where they are, find common ground, and inspire collective action.