



JOB DESCRIPTION

TITLE: Associate Director DEPARTMENT/PROGRAM: Administration REPORTS TO: Executive Director		CLASSIFICATION: <input checked="" type="checkbox"/> Exempt; <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-Time
DATE REVISED: 10/07/2022	APPROVED FOR USE: 10/08/2022	COMPENSATION: \$70,000- \$95,000- DOE

POSITION SUMMARY:

The Associate Director at the Education and Leadership Foundation (ELF) is a dynamic leader responsible for the day-to-day management and mentorship of our dedicated staff, ensuring alignment with our mission and goals. With a keen eye for talent development and team cohesion, the Associate Director fosters a culture of collaboration, innovation, and excellence within the organization. Moreover, this role entails spearheading grant writing and grant management efforts, leveraging strong communication and strategic thinking skills to secure funding and sustain our impactful programs. Additionally, the Associate Director adeptly handles the challenges and unforeseen obstacles that arise in day-to-day operations, swiftly addressing and resolving issues to maintain smooth workflow and organizational efficiency. With a holistic approach to leadership encompassing staff empowerment, resource optimization, and proactive problem-solving, the Associate Director plays a vital role in advancing ELF's mission of nurturing future leaders through education and leadership development.

DUTIES & RESPONSIBILITIES:

Performance Area 1: Programmatic Leadership

1. Spearheaded the development and execution of strategic program initiatives in alignment with the Education and Leadership Foundation's mission and objectives.
2. Continuously monitor program progress, assess outcomes, and adapt strategies as necessary to ensure the highest level of impact and effectiveness.
3. Oversee reporting requirements for grant and contract-based projects, collaborating closely with the finance department to generate financial reports and facilitate audits.
4. Ensure compliance with reporting standards and deadlines to maintain transparency and accountability.
5. Provide mentorship and support to program staff, fostering an environment of growth and development.
6. Cultivate a culture of accountability, collaboration, and continuous improvement within the program team
7. Conduct regular performance evaluations, identify training needs, and implement tailored strategies to enhance staff performance and morale.
8. Works closely with Human Resources Manager to investigate and/or resolve employee matters. Keeps Executive Director informed of issues/concerns in a timely manner.
9. Acts as Executive Director when Executive Director is absent or unavailable.

Performance Area 2: Cultivate Partnerships and Stakeholder Engagement:

1. Identify and cultivate strategic partnerships with educational institutions, community organizations, government agencies, and other stakeholders to support program goals.

2. Represent ELF in meetings, conferences, and networking events to promote programmatic initiatives and forge new collaborations.
3. Collaborate with external partners to leverage resources, expertise, and networks for the benefit of program participants and the broader community.

Performance Area 3: Fund Development and Grant Management Outreach

1. Conduct thorough research to identify potential grant opportunities that align with the Education and Leadership Foundation's programs and objectives.
2. Stay updated on funding trends, priorities, and eligibility criteria from various government agencies, foundations, and private donors.
3. Write persuasive narratives, clearly articulating program objectives, activities, outcomes, and budget justifications to secure funding.
4. Assists the Executive Director with grant management of current and future fundraising/grants. Assistance included but is not limited to periodic reviews, progress reporting, and audits by funders.

EDUCATION, EXPERIENCE, LICENSE/CERTIFICATION, & SKILLS:

Education

- Bachelor's degree in Business Administration from an accredited college/university in Business Administration, Social Work, Community Advocacy, or closely related field. Master's degree preferred.

Experience

- Six (6) years of progressively more responsible experience in program/project management, administration, and/or grant work with at least five (5) years in a supervisory/leadership capacity.

License/certification

- Valid CA driver's license.

Skills

- Bilingual (English/Spanish)
- Keen attention to detail.
- Ability to effectively delegate effectively.
- Proven record in motivating and building (unifying) teams.
- Ability to explain complex issues and procedures to a diverse audience.
- Effective problem-solving with innovative ideas.
- Expert-level analytical abilities to spot issues and plan legal services for clients.
- Ability to connect clients to existing resources (ELF and community).
- Able to quickly build and maintain rapport with clients, community members, and coworkers of differing backgrounds, team player.
- Strong organizational skills.
- Customer-focused and service-oriented.
- Positive professional insight.
- Regularly exhibits flexibility and dependability in work and working relationships.
- Demonstrated good problem-solving skills and sound judgment.
- Understanding of modern office practices and procedures including scanning, faxing, video conferencing, text and chat messages, etc.
- Intermediate to advanced software skills with MS Office suite (Word, Excel, PowerPoint, Publisher).
- Attention to detail and excellent follow-through on work tasks.
- Able to handle multiple tasks simultaneously.

Additional Duties:

1. Confidentiality/Privacy compliance - Treats all client, member, and employee information as sensitive and confidential. Responsible for maintaining compliance with all HIPAA regulations and requirements where applicable.
2. Compliance - Ensure compliance with all local, state, and federal regulations.
3. Quality Improvement - Participate in quality improvement activities and contribute towards the overall performance improvement of the department and organization.
4. Safety - All employees will participate in the ELF safety program.
5. Travel – The position may require some day and overnight travel, primarily short distance.
6. Work Schedule – the position may participate in evening and/or weekend activities as required by the department and organization.

ENVIRONMENTAL CONDITIONS AND PHYSICAL REQUIREMENTS:

Environmental Conditions:

Work generally takes place within an office environment. Air quality is good with general adequate lighting at desks/workstations. Noise conditions are moderate and limited to self and others on telephone calls and general interactions with coworkers and the public.

Physical Requirements:

- Must be able to lift to 20 pounds and push up to 50 pounds (on wheels).
- Must be able to hear staff on the phone and those who are served in person and speak clearly to communicate information to patients and staff.
- Must be able to read memos, computer screens, personnel forms, and clinical and administrative documents.
- Must have high manual dexterity.
- Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn