



POSITION DESCRIPTION

CONTEXT

The vision of The Black and Brown Coalition for Educational Equity and Excellence is that all students, and particularly Black and Brown students, will have equitable access to the resources, opportunities and supports they need to be successful in college, career and life. The Coalition is committed to working collaboratively to remove barriers and build the infrastructure that addresses disparities that systemically disadvantage students with the greatest need.

ORGANIZATIONAL OVERVIEW

The Black and Brown Coalition is comprised of member organizations that have been actively striving for equitable opportunities and outcomes for Black, Brown, and low-income residents of Montgomery County. While most Coalition members have been focused exclusively on educational equity, some have been focused on related community, career, workforce and legislative advocacy. As the organizers and leads, Identity and the NAACP Parent Council built upon the foundation laid by the member organizations in establishing the Black and Brown Coalition and inviting these equity-oriented organizations to be partners.

POSITION OVERVIEW

In order for the Black and Brown Coalition to achieve its ambitious vision, a dynamic, entrepreneurial and detail-oriented Director is needed to help lead, manage, execute, and coordinate the work. This is a newly created position designed to facilitate collective success and serve as a public ambassador for the initiative. More specifically, the Director works in close consultation with the leadership group to drive strategy, communications, community engagement, and data and policy analyses.

The Director functions with a high level of autonomy and reports to the leadership group. This position has been conceived as a one-year position with the possibility of an extension.

RESPONSIBILITIES

The Director will provide high-level strategic thinking and representation to the effort as well as day-to-day support, facilitation, and implementation of the Black and Brown Coalition's initiatives. Key responsibilities include:

Leadership:

- Provide and support visionary leadership and actions related to the initial "asks."
- Manage communications with and work of the leadership team.
- Develop systems to share leadership group decisions and progress with the Coalition other community stakeholders.
- Identify and bring to the leadership team capacity gaps and suggested plans for addressing them.

Working with community partners:

- Maintain a list of coalition partners.

- Seek involvement of and provide direction and support to partner organizations in aligning their work and advancing the goals of the Coalition.
- Assure regular communication with partner organizations, especially regarding events and action items.
- Assure representation of the Coalition at key community events.
- Continue building and maintaining relationships with community partners.

Strategy and Policy Mapping:

- Maintain understanding of current opportunities and challenges and develop possible solutions to address them.
- Maintain current understanding of pending and potential legislative, budget and policy priorities, to support “asks.”
- Assure and/or coordinate representation at relevant legislative, budget and policy tables and other community convenings.

Communications:

- Maintain communications with current and potential partners regarding goals, etc.
- Ensure accurate, appropriate easy to find information is publicly available on coalition’s website and social media accounts.
- Develop communications strategy, and draft press releases and other collateral, as necessary.
- Facilitate ongoing communication between leadership group and partners by hosting regular conference calls, in-person meetings, or regular email updates to ensure alignment of activity.
- Manage logistics of, and attending, community events.
- Manage progress monitoring of goals to ensure coalition is meeting targets and timelines.

Development:

- Working with the Coalition’s leadership group, identify potential funding sources to support the goals and priorities of the Black and Brown Coalition, and contribute to grant writing.
- Prepare reports to funders and grantors of outcomes and accomplishments as necessary.
- Collect summative data to sustain Coalition beyond single funding year.

Data collection, analysis, and reporting:

- Work with the leadership group to determine targets and milestones for project.
- Provide monthly reports to the leadership group and Black and Brown Coalition on milestones and progress on goals.

REQUISITE QUALIFICATIONS

This is an outstanding opportunity to play a critical role in eradicating systemic and institutionalized barriers, and more rapidly innovating systemic solutions that result in Black and Brown student success. Therefore, first and foremost, the Manager must be committed to the vision.

Additionally, the successful candidate will be able to demonstrate:

- At least 3 years of relevant work experience, including managing in a fast-paced and high-growth nonprofit, social enterprise, campaign or business start-up environment.
- Fundraising experience and demonstrated success in cultivating fundraiser relationships.
- The presence to inspire confidence and passion in both internal and external audiences.

- Advanced strategy and planning skills, including an ability to think strategically on systemic levels over multi-year horizons.
- Strong data acumen and ability to oversee the presentation and analyses of complex data.
- Strong facilitation and presentation skills before multiple types of audiences.
- Experience with project management and stakeholder management.
- Outstanding communication and interpersonal skills, with the ability to build authentic relationships with a diverse set of high profile stakeholders and community members.
- Comfort with ambiguity and ability to thrive in a fluid, fast-paced, entrepreneurial environment.
- Willingness to “roll up one’s sleeves” and extend beyond formal responsibilities based on the needs of the work.

DESIRED QUALIFICATIONS

- Familiarity with Montgomery County and the focus of the Coalition.
- Existing relationships with, or ability to build relationships with, relevant stakeholders in the local or state area.
- Bilingual in Spanish/English preferred.

COMPENSATION

Compensation for the position is competitive and commensurate with experience.

START DATE

Negotiable

APPLICATION INSTRUCTIONS

The Search Committee is soliciting nominations and expressions of interest immediately. Send nominations or applications (with current resume and letter of interest) electronically to humanresources@identity-youth.org with the subject line Black and Brown Coalition Director Application_ YOUR LAST NAME