



Of Greater Stanislaus County

Love Our Neighbors Director – Full Time Position

Under the supervision of the Director of Operations, the Love Our Neighbors (LON) Director is in charge of the LON Initiative, an initiative of Love Stanislaus County. The LON Director is expected to provide high-level leadership and oversight. The LON Director is ultimately responsible for the management of the LON team, program delivery, outcome measurement, strategic partnerships and community relations.

The LON Director will work alongside nonprofit organizations and community service providers to amplify their unique volunteer needs in the community, including faith-based and community based partnerships. They should have great organizational skills, relationship and team building skills, network with diverse community groups, create strategic plans, and communicate effectively.

KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to think strategically and implement plans effectively in ways that move the organization forward;
2. Ability to collaborate with diverse groups, both internal and external;
3. Demonstrated ability in personnel supervision, program management, and the recruitment and retention of key personnel;
4. Ability to manage a wide range of activities utilizing a variety of software tools, people skills, organizational and communication skills;
5. Flexibility and the ability to adapt to unexpected situations;
6. Excellent writing and communication skills;
7. Must be an inspirer, encourager, mobilizer and team-builder;
8. Must have a passion for the organization's Vision and Mission;
9. Five years of experience managing a site or large program;
10. BA or BS from an accredited college or university, or equivalent experience. A master's degree preferred.

KEY JOB RESPONSIBILITIES:

Leadership

- Raise the visibility of LON while supporting the needs of nonprofit and community based organizations.
- Oversee and organize community-wide volunteer efforts in collaboration with nonprofit partners.
- Serve as the expert ambassador, articulating the needs of the organization while strengthening relationships that can result in additional resources.
- Advance the mission and values of the organization as a whole.
- Ensure LON's strategic plan goals and outcomes are being met.
- Ensure positive working relationships with all stakeholders.
- Ensure the effective operation and delivery of services within the community
- Establish and monitor adherence to organizational policies and procedures.
- Conduct business consistent with the organization's values in an ethical and transparent manner.
- Actively participate at a leadership level in the organization, pushing for high-standards, effective execution, and strong communication across the organization.
- Advocate for support as needed (i.e. HR, Marketing, Finance, etc.) across departments to ensure the program has the resources needed to function at an optimal level.
- Ensure there is a quarterly evaluation process for LON performance measures.
- Attend and support organization special events (Golf Tournament, Love Modesto etc.)
- Coach or mentor LON staff to support their professional development and promote core values, while increasing tenure and facilitating strong team dynamics.

Administration and Management

- Provide leadership and vision to the team through effective team meetings, staff retreats, and supervision meetings.
- Directly supervise 1-2 staff members.
- Recruit, hire, train and evaluate a strong team capable of providing outstanding services to schools and partners every day.
- Implement administrative and operational systems that ensure accountability is in place for accurate data management, tracking of outcomes, and effective utilization of outcomes to drive program decisions.
- Ensure that all staff's scope of work and responsibilities are aligned with Love Stanislaus County's strategic vision and are being tracked for successful completion.
- Development and implementation of LON's marketing plan.
- Oversee and manage LON's social media presence as well as any community relations issues.

Strategic Partnerships and Community Collaboration

- Responsible for the successful development and execution of nonprofit partnerships.
- Develop and/or advance strategic partnerships and collaborations with other businesses, faith-based groups, nonprofits, and/or city agencies that help LON achieve its strategic plan goals and advance its reputation.
- In partnership with the Director of Operations, support the development and implementation of MOUs for LON, including rentals, contracted partnerships etc.
- Maintain active membership and a strong presence in professional organizations, community groups, and other spaces relevant to the work of LON and its scope of work.

- Identify, recruit and develop an effective LON Advisory Team and ensure active participation of members.

Resource Development

- Co-develop with the Director of Operations, LON's Annual Budget.
- Regularly monitor budgets and financial statements to ensure that the program stays within the annual budget.
- Serve as an active partner with the Director of Operations to assist in grant writing to generate new grants, reporting out on the outcomes of existing grants etc.
- Strategically steward successful ongoing relationships with LON's current funding partners and identify/recommend new revenue streams.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Salary: Commensurate with Experience

To Apply:

Please email Cover Letter and Resume to menne@loveourcities.org by October 30th, 2020 with Subject line: "Love Our Neighbors Director Job Opening"

For More Information on Love Our Neighbors, visit: www.LoveOurNeighbors.org