

Foster Youth in Action Interim Executive Job Announcement

Title: Interim Executive Director

Date: September 3rd, 2019

Reports to: Chair, Board of Directors

Position Type: Six-month contract, with extensions in 30-day increments up to one year; part-time (20-30 hours per week). Position location is flexible.

Purpose: The Interim Executive Director (IED) is the temporary chief executive officer of Foster Youth in Action during the transitional time between the departure of the current Executive Director and a permanent replacement. The IED is responsible for the achievement of the organization's mission and financial objectives. The primary goal of the IED is to ensure that the organization is in the ideal condition to attract an outstanding permanent executive director. Responsibilities include: managing the organization; overseeing our staff of two (director of programs and lead organizer) and consulting accountant; maintaining the organization's finances; maintaining relationships with key funders and sustaining fundraising; including grant writing, report writing and donor communications; and assisting and supporting the board of directors in carrying out its oversight, fiduciary, and development obligations.

Duties and Responsibilities: Include the following: others may be assigned.

Fundraising and Financial Stability

- Maintains and builds the organization's financial health
- Reviews, maintains, and improves organizational financial practices as needed
- Ensures adequate funds are available to permit the organization to carry out its work
- Work with the Treasurer and Board Finance Committee to monitor the organization's finances and budgets and update budgets as needed

Fundraising and funder relations

- Manage relations with existing funders to ensure confidence and engagement
- Seek new funders for FYA programs and operations, and write grants
- Oversee report development for current grants

Programs Delivery

- Partner with program staff to ensure continuity and quality of existing programs, and that contractual deliverables are achieved
- Partner with program staff in program implementation, evaluation and administration as needed
- Maintain relationships with key program partners as needed
- Ensure that FYA values and commitments to social justice, partner engagement continue to be infused in program practices

Staff Management and Operations

- Oversee human resources, supervise the director of programs, and ensure that staff have adequate support and guidance, including work plans
- Maintain an atmosphere of trust and transparency with staff about organizational decisions and the leadership transition
- Ensure that program staff have the necessary tools, technology and material resources to complete assignments and deliverables

Board of Director Support and Development

- Staff all regular and committee meetings of the FYA Board of Directors, ensuring timely notification of meetings, distribution of board packets, and completion of follow up assignments
- Coordinate the yearly Board retreat in early winter 2020
- Keep the Board of Directors fully informed about the condition of the organization and status of the transition

Communications

- Ensure regular communications about program accomplishments, partner achievements, and other relevant updates for our network and stakeholders using our current communications channels

Leadership Succession

- Collaborate with the Board of Directors to hire a new Executive Director, including: developing the search strategy; creating and posting the job description; recruiting candidates; fielding candidates; and managing the selection and interview process

Qualifications

- Minimum 5 year's experience in nonprofit management, including fiscal oversight of budgets of greater than \$400,000
- Commitment to our FYA values of social justice and racial equity
- Experience in transition management, ideally in partnership with a board of directors
- Demonstrated success in grant writing and fundraising
- Ability to build and support teams and facilitate collaborative decision making
- Strong multi-tasker with proven leadership and follow-through ability
- Ability to work with partners and staff using video conference technology

How to apply: Interested applicants should submit a resume, a cover letter that highlights their work or qualifications as an IED (including any specialties), and information on their pay structure to mrosen@fosteryouthaction.org as soon as possible and before September 20th, 2019.

About Us: Foster Youth in Action (FYA) trains and equips young people with lived experience in foster care to be leaders and partners to transform child welfare systems across the US. Through our high-impact trainings and leadership conferences more than one thousand current and former foster youth have improved leadership skills, built deeper knowledge of child welfare systems and policies, strengthened their confidence to speak up, and increased their ability to join with peers and adult leaders to improve policy, systems and practice. Through a variety of virtual learning spaces, and around both issue areas and youth engagement practice topics, we regularly engage, connect, and inform cohorts of young leaders and adult supporters associated with our 26 grassroots partners in 22 states and provinces.

This grassroots network – comprised of foster youth led groups, youth advisory councils of public agencies, and other foster youth engagement programs has grown four-fold in the last five years in large part because of the distinct benefits they receive, including access to a dynamic set of peers, our interactive learning spaces, and FYA's unique and highly applicable youth engagement content. FYA has an active consulting and coaching program where we design and deliver customized capacity building for public and nonprofit agencies focused on improving the quality and impact of youth engagement, with a focus on youth-led organizing. We have a successful track record in helping communities and states envision, design, start up and implement programs that support sustainable youth engagement in child welfare systems improvement. In service of the field, we also design and distribute a wide variety of youth engagement content, including curriculum and toolkits, many focusing on our systematic approach to supporting young people to collectively identify priority issues and engage key stakeholders in making system improvements that reflect these priorities. FYA also organizes a yearly foster youth leadership conference bringing together both youth advocates and adult allies to raise up emerging foster care issues and solutions; build youth leadership, advocacy and organizing skills, and share techniques and approaches to improving youth engagement practice overall.