



JOB OPENING ANNOUNCEMENT: EDUCATION AND CAREER DEVELOPMENT DIRECTOR

Bresee's mission is to battle poverty by empowering youth and families in Los Angeles with the skills, resources, and relationships to thrive. We serve a densely populated mostly immigrant Los Angeles neighborhood where youth and their families face multiple systemic and individual barriers to achieving success. Bresee strives to create an exciting, challenging, and rewarding work environment that allows our employees to flourish. We value integrity, community, resilience, life-long learning, and compassion.

SUMMARY: Under the supervision of the Associate Executive Director, the Education and Career Director is responsible for the day to day management of the college corner, workforce development, and teen tech center programming. Develops and oversees the strategic implementation of workshops, programming, and outreach for high school youth. Works closely with the Development team in identifying grants, reporting outcomes, and executing deliverables. Maintains close relationship with partners.

ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES:

- Gain in-depth knowledge of organization's mission, strategic plan, departments, and programs
- Conduct regular touchpoint with College Success Manager, Workforce Coordinator, and STEM Coordinator; total of seven departmental staffers
- Oversee and implement institutional support services for students and families as appropriate
- Work closely with departmental director across agency
- Meet contractual academic and workforce outcomes, in collaboration with FamilySource Director
- Utilize TRAX database to maintain accurate information of participants
- Develop and maintain relationship with high school counselors and administrators
- Identify, develop, and maintain relationship with community partners
- Identify workforce partnership's and placements
- Guide and implement STEM related workshops
- Oversee the successful implementation of Film Festival
- Provide high caliber of programming throughout the academic year
- Retain a successful involvement of a minimum of 200 students annually
- Set an annual vision and strategic plan annually
- Work closely with Development team to identify grants, execute deliverables, and report outcomes
- Other duties as assigned.

EDUCATION/EXPERIENCE/QUALIFICATIONS:

- Bachelor's Degree from an accredited college or university required. Master's degree a plus.
- Professional with minimum 5 years of nonprofit work experience.
- Passion for and knowledge of youth development or issues related to social justice and economic/educational equality highly preferred.
- Bilingual: English/Spanish, Korean, or Tagalog, preferred but not required.

- Proven success in developing strategic and effective fundraising plans, and executing against those plans to achieve goals and objectives. Experience implementing necessary systems and processes to support efficient operations.
- Demonstrated success at securing foundational grants, government contracts, and corporate sponsorships.
- Experiencing working with Sync, Google Suite, and Bloomerang, a plus
- Demonstrated ability to think creatively and bring fresh ideas and approaches to development initiatives.
- Marketing and communications skill as it relates to supporting fundraising programs and developing donor-specific collateral and presentations.
- Knowledge of social justice, philanthropic landscape highly preferred.
- Flexibility, drive, a sense of humor, and a “roll-up-your-sleeves” approach.
- Demonstrated poise and presence to be effective with a wide range of constituents.
- Excellent oral and written communication skills with proven ability to tell a compelling story.
- Ability to develop trust and strong collaborative working relationships with donors, Board, and staff.
- Demonstrated sensitivity to multicultural issues, and be comfortable working in multi-cultural, urban environment.
- Must support Bresee’s procedures and policies.
- Must submit to and successfully pass a criminal history background check.
- Must understand, support, and be able to articulate Bresee’s *Vision, Mission, and Values Statement*, as well as program specific information.

FLSA STATUS: Exempt, Regular, Full-Time

COMPENSATION: \$60,000-\$65,000/annually

BENEFITS: Bresee offers competitive Employee Benefits to our Regular Full-Time Employees. We provide health insurance, dental insurance, voluntary vision plan, Employer Sponsored life insurance, Employee Assistance Program and Travel Assistance Program. We also provide generous PTO days that include paid holidays, vacation, sick pay, paid birthday holiday and much more.

TO APPLY: Submit a cover letter, resume, and writing sample (not to exceed 1 page) to jobs@bresee.org with the Subject Line: Education & Career Director job opening.

DACA, women, BIPOC, LGBTQIA+ people are encouraged to apply.

Bresee is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.