



Job Description

ASSOCIATE EXECUTIVE DIRECTOR

SUMMARY: Reporting to the Executive Director, the Associate Executive Director is responsible for building a strong team, fostering a dynamic organizational culture and strengthening our programs and impact in our community. The Associate Executive Director will embody and lead Bresee in the execution of its mission and vision, while upholding the organization's values. As a member of the senior leadership team the Associate Executive Director is a key liaison between Programs, Operations and Development. Direct reports include four Program Directors and a Data Manager. This new position interacts with all internal departments, leading all program-focused activities, and provides vision and strategy around future organizational needs, while strengthening staff capacity and organizational culture.

ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES: The Associate Executive Director assumes the following responsibilities under the direction of the Executive Director and in collaboration with other members of the leadership team and their staff

Vision & Strategy

Inspiring Leadership. Provide effective and thoughtful leadership by building strong relationships with stakeholders at all levels of the organization including youth, families, community partners, volunteers, and the Board while continually reinforcing Bresee's mission, vision, and values.

Strategic Vision. Provide vision and motivation, assisting in the implementation of the strategic plan. Provide strategy and assistance around the budgeting for future programming, staffing, training, space, infrastructure and system needs that will help the organization more effectively carry out its mission with a focus on continual quality improvement.

Staff Development

Staff Growth. Oversee recruitment, on-boarding, selection, hiring and training for organization including drafting and updating job descriptions, conducting interviews, hiring and training.

Professional Development. Foster a working environment that is learning and growing together. Provide training and staff development opportunities for all staff, building a supportive environment and enhancing the staff's professional capabilities through training and coaching.

Staff Performance Evaluation. In collaboration with the Operations Director, conduct regular staff evaluations, strengthening the current structure and process, ensuring a smooth, intentional and proactive evaluation process. Oversee the process of conflict resolution within the organization as needed to build a cohesive, relationship-driven work environment.

Team Recognition. Lead efforts to celebrate successes within the organization for our programs and staff - including program successes, milestones, anniversaries, and birthdays.



Program Oversight

Program Operations. Work with Program Directors and Operations Director to strengthen programmatic policies and program spaces. Through effective communication and strategic planning, create clear program goals while utilizing the Bresee space effectively.

Program Impact & Evaluation. Work with program staff to evaluate programs based on current evaluation plan, developing new methods, while strengthening current process.

Meeting Facilitation. Set the organizational meeting and check-in structures on all levels. Facilitate all program department meetings and weekly all-staff meetings. Create consistency and structure for staff calendars and internal meetings.

Policies & Practice. Implement practices and develop new policies that reinforce Bresee's values, promote professional well-being, staff retention, and long-term staff sustainability.

External Relations

Partnership Development. Assist with strengthening and developing additional programmatic partnerships that will help current programs and deepen ties to the community, funders and other supporters or schools.

Government Relations. Maintain the lead agency representative for all government contracts including the Family Source Center (FSC), Gang Reduction Youth Development (GRYD), and Afterschool School Education and Safety (ASES) program. Additional program leadership roles will include all major community partners including City Council Offices, Law Enforcement, Schools, and Non-Profit peer groups.

Fiscal & Fundraising. Work with leadership team to ensure that budgets are clear, accountable and balanced. Assist with fundraising activities as needed, including annual Gala, foundation tours, external meetings, fundraising reports, and relationship-building.

OTHER RESPONSIBILITIES

- Remain informed of best practices with regard to administration, programs, organization culture, and capacity building.
- Remain informed of requirements imposed by grantors and other funding sources.
- Attend internal and external meetings as requested or required.
- Maintain strong relationships with external collaborating partners, board and staff.
- Regular attendance and accountability, with regard to work meetings and commitments.
- Perform other tasks as assigned

QUALIFICATIONS:

To perform this new and critical position successfully, the Associate Executive Director must be able to fulfill all of the elements of the job description to the highest standard, and be able to work well with colleagues in a high energy and collaborative work environment. All employees are expected to contribute to ongoing growth and improvement in their departments via excellent job performance and proactive communication. Each employee and department is integral to the Bresee mission.



- Seasoned nonprofit professional with a minimum of 5 years' experience in a similar position.
- Bachelor's degree from an accredited university required. Master's degree strongly preferred.
- Proven track record of effectively leading a direct service organization with a complex array of programs with the ability to leverage staff strengths across program areas.
- Strong management and decision-making skills including the ability to influence, engage, and lead others to new levels of effectiveness and programmatic impact.
- Strong emotional intelligence and ability to coach, mentor, relate and listen to their team members.
- Demonstrated ability to be an analytic and decisive decision maker with the ability to prioritize and communicate to staff key objectives and tactics necessary to achieve organizational goals.
- Exceptional written, oral and presentation skills with the ability to effectively interface with senior management, organization's Board of Directors, staff, and external stakeholders.
- Past experience in program evaluation, knowledge in nonprofit evaluation methods and tactics.
- Superior project management, organizational, teamwork and interpersonal skills.
- Demonstrated computer expertise with Microsoft Office tools, Google applications and email applications; and database systems.
- Demonstrated sensitivity to diverse issues, comfortability in multicultural environments, and ability to speak Spanish preferred.
- Self-motivated, results driven, detail oriented, and adaptable.
- Able to exercise good judgment, discretion, and confidentiality.
- 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.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, stand, walk, bend, lift and carry objects, and drive. Job requires frequent verbal and written communication. Computer, telephone, copier, and fax use are required.

WORKING LOCATION: Location is based on a percentage of where work time is spent. Bresee anticipates 85% of time spent in office, while out of office 15%.

HOURS AND BENEFITS: Full-time exempt position, occasional weekend and evening hours will be necessary. Benefits include medical and dental insurance, vacation, holiday, and sick pay, and 401k type pension plan. Salary range based on key qualifications: \$90k - \$100k

TO APPLY: Submit cover letter and resume to jobs@bresee.org with the Subject Line: Associate Executive Director job opening.

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.