



JOB ANNOUNCEMENT

ASSOCIATE EXECUTIVE DIRECTOR

Founded in 1982, Bresee's mission is to battle poverty by empowering youth and families in Los Angeles with the skills, resources, and relationships to thrive. Bresee serves a densely populated mostly immigrant Los Angeles (LA) neighborhood where youth and their families face multiple systemic and individual barriers to achieving success; said social risk factors include poverty, linguistic isolation, and low educational attainment. Since its inception, Bresee has administered effective after-school youth development activities and has grown from a grassroots effort to a robust data-driven organization.

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. Bresee offers a positive organizational culture permitting all teams to thrive.

POSITION 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 five Program Directors and a Data Manager. This 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:

Vision & Strategy

Inspiring Leadership. Provide effective and thoughtful leadership by building strong relationships with stakeholders at all levels of the organization including youth, families, staff, 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. Assist in 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. In collaboration with the HR Coordinator, 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 and Data and Evaluation Manager to review programs based on the current evaluation plan, developing new methods, while strengthening the current process. Develop CQI strategies and practices.

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

OTHER RESPONSIBILITIES

- Remain informed of best practices regarding administration, programs, organization culture, and capacity building.
- Remain informed of requirements imposed by grantors and other funding sources.
- Keen awareness of external environmental factors.
- Attend internal and external meetings as requested or required.
- Maintain strong relationships with external collaborating partners, board and staff.
- Regular attendance and accountability, regarding 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 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.

- Seasoned nonprofit professional with a minimum of 10 years' experience in a similar position.
- Bachelor's degree from an accredited university required. Master's degree is strongly preferred.
- Strong sense of ethics, integrity, and professional behaviors.
- 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, while being able to delegate, trust, and empower others.
- 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.
- Experience in data and evaluation, knowledge in nonprofit evaluation methods and tactic.
- 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.
- Resilient, self-starter, creative, and people person.
- 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.

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, 401k 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: Associate Executive 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.