



Job details

Job 1 of 1

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Requisition ID	37165BR
ASU Job Title	Exec Director
Job Title	Opportunities for Youth Executive Director
Campus/Location	Campus: Downtown Phoenix
Job Family	Generic
Department Name	College of Pub Srv & Comm Sol
Full-Time/Part-Time	Part-Time
VP Code	VP/EXEC VICE PROV DPC
Scope of Search	Open
Grant Funded Position	This is a grant funded position. Continuation is contingent on future grant funding.
Category	04
Salary Range	Depends on experience
Close Date	17-November-2017
Job Description	<p>Opportunities for Youth (OFY) is a Maricopa County-wide collaboration of over 120 public and private agencies, companies, and educational institutions committed to harnessing the power of cross-sector collaboration to create a comprehensive system of opportunity that re-engages our Valley's disconnected youth (ages 16-24) who are not working or in school. A 50-member Board of Directors (i.e., Leadership Council) has committed to organize for action around five components: 1) a common agenda; 2) agreed upon shared measurements; 3) mutually reinforcing activities; 4) continuous communication; and 5) support from a backbone entity. OFY is housed within the ASU College of Public Service and Community Solutions, who serves as the backbone entity for this collaborative initiative. The Executive Director, employed by ASU, will lead a team of OFY dedicated staff, also employed by ASU.</p> <p>To advance this important work, Opportunities for Youth is seeking a passionate and entrepreneurial Executive Director to lead the Backbone Support services for OFY. The Executive Director will be a visionary, dynamic leader who can grow and lead the Backbone work, facilitate the collective success of this regional effort, and serve as a public ambassador for the initiative. More specifically, the Executive Director will also drive Opportunities for Youth's internal and external functions, including strategy, communications, community engagement, youth outreach, and data functions. The Executive Director will manage staff and systems and be accountable for nurturing the efficiency and effectiveness of both, providing high-level strategic thinking and facilitation of the Opportunities for Youth effort. This position will report to the Dean of the ASU College of Public Service and Community Solutions.</p>

Essential Duties

- **Leadership:**
 - Developing, coaching and mentoring Opportunities for Youth (OFY) team members
 - Establishing, facilitating, and executing effective and open communication with staff, particularly related to internal decisions and strategy
 - Development systems to share organizational decisions with the OFY Board of Directors and staff members
 - Identifying capacity gaps and creating hiring plans that acknowledge and plan for possible organizational growth and shrinking
- **Strategic Coherence:**
 - Maintaining understanding of current implementation challenges and developing comprehensive solutions to address them
 - In concert with relevant workgroups, developing annual legislative agenda, policy and funding recommendations with guidance of the OFY Board of Directors
 - Developing advocacy priorities and coordinate supporting activities of partners
- **Supporting Board of Directors and Action Team meetings:**
 - Providing support to Board of Directors and Action Team co-chairs to facilitate meetings, assisting in preparation of meeting materials, etc.
 - Providing regular reports on progress against goals and indicators
 - Building and maintaining relationships with the Board of Directors, Action Team co-chairs, and Action Team members
- **Fund Development:**
 - Identifying potential funding sources and grant writing to support OFYs goals and priorities
 - Tracking all OFY funding, including funds from partner organizations
 - Developing relationships with potential funders and participating in relevant networks
- **Working with Community Partners:**
 - Coordinating research and other activities with initiative partners to minimize redundancies and to align strategies and actions
 - Coordinating with other projects and coalitions in the same field to maintain a full understanding of the current landscape of local and regional activities
 - Building and maintaining relationships with community partners
- **Communications:**
 - Communicating the objectives of OFY to the community and potential partners
 - Facilitating communication between OFY partners and local prevention and treatment agencies by hosting regular conference calls, in-person meetings, or coordinating regular email updates to ensure alignment of activity
 - Creating or managing creation of yearly summary reports of OFY progress for Board of Directors and external audiences
- **Facilitation and Stakeholder Management:**
 - Build the Backbone's identity as a respected, neutral convener among a broad spectrum of local stakeholders
 - Cultivate excellent working relationships with senior education and community leaders involved in this initiative
 - Help identify and recruit additional cross-sector stakeholders to participate in the OFY work
- **Shared Strategy and Measurement:**
 - Oversee the development of a regional set of strategies that will drive transformative change in the region
 - Oversee the development and implementation of a shared measurement system that will track common outcomes and indicators across the initiative and use results to inform learning and continuous improvement
- **Managing Internal Systems:**
 - Overseeing daily operations and establishing and maintaining appropriate systems for measuring necessary aspects of operational management
 - Monitoring and reporting on operational issues, opportunities, and

- achievements within agreed formats and timelines
 - Identifying improvements in the use of data-driven decision-making and ensuring that data are collected, integrated, and communicated effectively
- **Data Collection, Analysis, and Reporting:**
 - Ensuring all partners are aware of targets and indicators
 - Creating or managing the creation of quarterly and yearly progress reports for Board of Directors and external audiences
 - Overseeing work of data manager or consultant

**Minimum
Qualifications**

Masters degree in a field appropriate to the area of assignment, and eight (8) years of related administrative experience which includes five (5) years of supervisory experience; OR, any equivalent combination of education and/or experience from which comparable knowledge, skills, and abilities have been achieved.

**Desired
Qualifications**

- Fundraising experience and demonstrated success in cultivating funder relationships
- Experience in using an executive presence to inspire confidence and passion in both internal and external audiences
- Experience in using strategy and planning skills on both organizational and systemic levels over multi-year horizons
- Experience in overseeing complex shared-measurement systems
- Experience in using facilitation and presentation skills before multiple types of audiences
- Demonstrated knowledge of project management and stakeholder management
- Evidence of existing relationships with a cross-sector range of stakeholders in the local or regional area, including senior executives
- Experience in leading, inspiring, and developing high-performance teams
- Evidence of effective communication and interpersonal skills
- Experience in building authentic relationships with a diverse set of high profile stakeholders
- Experience in thriving in a fluid, entrepreneurial environment
- Demonstrated knowledge of Maricopa County Opportunity Youth services and/or focus of the initiative (e.g. disconnected/opportunity youth)
- Evidence of being multi-lingual preferred

**Working
Environment**

- Work will require mobility around the Valley especially as it relates to stakeholder and community partner engagement tasks, meetings, and networking events. Must have reliable transportation.
- Regular activities require ability to quickly change priorities, which may include and/or are subject to resolution of conflicts.
- Work some evenings and/or weekends.

**Department
Statement**

The College of Public Service and Community Solutions embodies a commitment to service, dedication to research and learning that addresses social problems, and deep engagement in the community that allows us to be a part of the solution. Whether the focus is on public safety, social welfare, public administration or community development, the diverse academic programs and research initiatives of the College of Public Service & Community Solutions offer a multifaceted approach to solving society's shared challenges. Through our four schools and multiple centers, we help build stronger, more resilient, more dynamic communities.

ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000

students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

**Employment
Verification
Statement**

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

**Background Check
Statement**

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

**Fingerprint Check
Statement**

This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.

**Instructions to
Apply**

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.

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