



## ***BLU Educational Foundation***

### **POSITION: Director**

### **POSITION SUMMARY**

The Director assists with managing the overall operations of an educational and racial justice non-profit organization, including, but not limited to, organizational and financial management, personnel administration, short- and long-range planning, public relations, communications, and external relations. The Director is also responsible for the quality and effectiveness of all services and will report to the President & CEO.

### **RESPONSIBILITIES**

#### **Administration/Management**

- Manage the delivery of program services
- Design and implement programs
- Serve as liaison to build partnerships with community, private and government agencies
- Serve as contact for the contracted services agencies
- Monitor contract compliance
- Create budgets and monitor fiscal performance of programs
- Assist with personnel matters, including, hiring, training, supervision, and performance appraisal
- Maintain a climate that attracts, keeps, and motivates quality professionals and volunteers
- Approve contractor budget expenditures
- Prepare program and grant reports

#### **Development**

- Develop and write grant proposals to individuals, foundations and corporations.
- Monitor grants, write acknowledgment letters, follow up reports and conduct research for public and private funding

#### **Evaluation**

- Plan, coordinate and oversee a full range of evaluation activities

Other duties and responsibilities as assigned

### **QUALIFICATIONS**

- Proven ability to lead organization through growth and turn challenges into opportunities
- History and success working with Black/African American and other ethnically diverse families and communities.
- Financial management and organizational budgeting experience
- Strategic planning and analytical skills
- Ability to develop a strong network with key figures in the community
- Enthusiasm, dedication and ability to inspire and cultivate staff, and volunteers
- High level of proficiency in Microsoft Office (Word, Excel, PowerPoint) & Google Suite programs, the Internet for research, and email functions for correspondence
- Ability to create and carry out presentations before groups
- Excellent written, analytical, oral and interpersonal communication skills
- Ability to communicate and work cooperatively with staff, community partners, constituents, organizational allies and elected officials



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### **QUALIFICATIONS cont.**

- Reliable, strong organization skills, ability to carry out job duties and to meet deadlines
- Flexibility, sense of humor, ability to adapt easily to shifting priorities and deadlines
- Dependability and punctuality are a must!

### **REQUIREMENTS**

Education: Bachelor's Degree in social sciences, psychology, education, or a closely related field from a regionally accredited college or university

Experience: Five to ten(5-10) years of increasing responsibility in the following sectors: non-profit, education, government, community/public services, business, law or related fields.

AND

Three (3) years of management and leadership experience in organizations serving ethnically/culturally diverse communities.

AND

Three (3) years of experience in staff development, staff supervision/management and leading teams to reach performance goals.

Candidate must pass TB test, criminal background check, have personal transportation available for job related travel, valid California Driver's License and automobile insurance.

### **SALARY AND BENEFITS**

This is a full-time position with an annual salary range of \$90,000-\$105,000 commensurate with experience. Benefits include medical, dental, vision, sick and vacation time, and 13 paid holidays a year.

### **WORK SCHEDULE**

30-40 hours per week during the school year. 30-35 hours per week during summer months. Must be available Monday-Friday from 8am-8pm. Regular schedule will include some evenings, weekends and travel. Hours may vary depending on the needs of the organization.

**APPLICATION PROCESS:** This position will be available immediately. Application materials are now being accepted. Review of resumes will begin immediately and continue until the position is filled. The position may close when an adequate number of qualified applications are received.

**How to Apply:** Interested and QUALIFIED candidates should email the following:

1. Cover Letter - Include 1) qualifications, experience and desire to work with Black, Indigenous, Latinx and underserved youth and communities of color; 2) organizational management; and 3) staff leadership, and future career/educational goals.
2. Current Resume
3. Professional References (3) - Include Name, Title & Company, and phone number

Please send cover letter, resume and references to: **info@BLUedfoundation.org**  
**For information, please visit [www.BLUedFoundation.org](http://www.BLUedFoundation.org)**