Deputy Director
Programs & Leadership Development

JOB DESCRIPTION

Hours: 40 hours per week Full-Time Exempt, Salaried Position
Salary: $72,000-76,000 a year (DOE) w/ full Health, Dental, Vision, Life Insurance and 403B retirement savings plan
Deadline: Position open until filled.

ORGANIZATION DESCRIPTION
Since 1971, Jamestown Community Center has been providing learning opportunities and safe spaces for low-income youth in San Francisco’s Mission District. Our youth represent the low-income, racially and ethnically diverse community in which they live and attend school. Our strategy is to serve a core group of neighborhood youth with multiple, high-impact programs as they grow through a full range of programs designed to help them transition from children into confident young adults.

Jamestown Community Center and Loco Bloco merged in 2018. Both youth development organizations had long established track records of providing enriching, high-quality programming to youth. We believed that our shared commitment to youth development, our shared love for the Mission community, our shared experience in developing leadership among low-income youth and families, the excellence Loco Bloco brings to arts programming and performance, and the expertise Jamestown brings to academic enrichment, sports and youth development, coupled with our long history of mutual collaboration can result in a better, stronger, more efficient and sustainable organization made up of Loco Bloco and Jamestown.

Programs now include Arts instruction, performance and production, educational enrichment, academic tutoring, sports, leadership development, employment, counseling, and parent programs. Throughout these programs, Jamestown aims to provide all participants with the highest-quality youth development experience. This approach builds young people’s resilience as they face their daily challenges and supports their natural inclination to pursue their own growth into healthy, productive young adults. Our work focuses on the innate assets of youth to develop their leadership and ability to challenge discrimination and oppression and to bring about change in their communities.

Organization Values:

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<tr>
<th>Accountability</th>
<th>Family</th>
<th>Health</th>
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<td>Artivism</td>
<td>Inclusion</td>
<td>Social Justice</td>
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<td>Education</td>
<td>Grit</td>
<td>Tradition</td>
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POSITION DESCRIPTION
The Deputy Director of Programs & Leadership Development (Deputy Director) will support the mission of the organization by providing strategic direction, alignment of systems, accountability across teams, strengthening and deepening programs using evaluation tools and results while also strengthening teams/staff development for the Jamestown Community Center. As a part of Jamestown’s leadership team, the Deputy Director will support and guide the work of other leadership team directors to reflect the goals in the organization’s strategic plan. The Deputy Director will work closely with the Development Director and the Executive Director to provide strategic direction in evaluating and responding to funding opportunities. The ideal candidate will be a strategic thinker with vision to set priorities, successful in supporting and developing programs and leaders, with experience and cultural competence working in a low-income community, tact, humor, and outstanding communication skills with economically diverse audiences.

The Deputy Director will work under the supervision of the Executive Director. The Deputy Director will also be a member of Jamestown’s Leadership Team, comprised of the organization’s senior staff and charged with overseeing the organization’s overall operation and strategic direction.

Essential Duties and Responsibilities

1. Work with Executive Director to ensure that the organization adheres to its strategic plan and makes consistent and timely progress.
2. Provide direction and leadership to ensure the achievement of the organization's mission, strategy, and its annual goals and objectives.
3. Promote active and broad participation by staff and volunteers in the organization's work.
4. Strengthen, build, and align systems and accountability that enhance and deepen program quality and team development within all Jamestown Community Center’s programs and teams.
5. Research and Identify best practices to improve internal systems with an eye toward future needs and budget realities.
6. Provide leadership and supervisory management for Jamestown programs including stewardship of resources, program quality and accountability, and performance management.
7. Monitor data collection policies and practices for evaluation of program analysis, compliance and all reporting requirements.
8. Support the work of Jamestown Directors and Managers by assisting in program strengthening by implementing evaluation methodology, collecting data and training staff in response to evaluation results.
9. Create a framework that integrates visual and performing arts, sports, academic supports, fitness and wellness, and leadership development for participants of all Jamestown programs.
10. Manage, supervise and mentor direct reports, including communicating clear expectations, setting performance objectives, establishing a supportive environment while emphasizing accountability and providing regular timely constructive performance feedback and an annual performance review.
11. Maintain open and professional relations with team members, promoting strong team support and provide oversight and guidance to enable staff to successfully perform their position roles.
12. Strategize with Human Resources to recruit, retain, and foster an atmosphere of fun professional development across Jamestown while maintaining social justice and all Jamestown values at the core.
13. Represent all Jamestown programs and point of view in activities and projects, including meetings with stakeholders, funders, community members, general public, and Jamestown’s Board of Directors.
14. In collaboration with the ED and as part of the Jamestown Leadership Team, provides vital input in short- and long-term strategic and operational planning within the organization.
15. Manage and supervise staff, interns and volunteers, as needed.
16. Serve as part of the organization’s leadership team, and contribute to the development and execution of strategic decisions.
17. Comply and ensure staff are compliant with Jamestown and stakeholder policies, procedures, requirements, and laws pertaining to the operation of Jamestown.
18. Maintain professional attitude and work ethic.
19. Perform rated duties as assigned.

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Qualifications

- A passion for Jamestown’s mission and commitment to providing young people with the highest-quality youth development experience.
- Commitment to equality, social justice, artivism and solving educational inequality in community and schools for low-income families.
- Experience working with multi-ethnic, multi-racial youth and leaders.
- Excellent communication, organizational, and administrative skills.
- Flexible, ability to take initiative, and comfortable working with diverse stakeholders and Jamestown leadership.
- Ability to work independently and collaboratively with Jamestown staff and key stakeholders.
- Experience with implementation and designing systems, staff management, and staff development.
- Knowledge and some experience with community school expanded learning programs, visual and performing arts programs, soccer programs, teen programs, family support programs.
- Experience fostering an atmosphere of fun, growth and learning where leadership, social justice, and self-realization and achievement can flourish.
- Experience with Positive Youth Development methodology and practice.
- Knowledge and experience of program evaluation principles, theories, concepts and practices.
- Ability to analyze information, summarize findings, and present them in ways easily understandable to decision makers.
- Ability to resolve conflicts and negotiate solutions.
- Excellent communication (oral and written) and interpersonal skills with proven ability to interact with a diverse range of individuals both in person and over the phone, applying tact and discretion as situations demand.
- Experience leading program growth, staff development, and using data to inform decisions.
- 10+ years working in non-profit organizations.
- 5+ years in leadership teams, including development, supervision and management of youth to adult staff.
- Compassionate, transparent, direct with substance in communication.
- Proficiency in Microsoft Word, Excel, and Google Drive is required.
- Experience with Salesforce is preferred.
- Proficiency in Spanish required.

Physical requirements:

- Working conditions include standard office as well as occasional travel within San Francisco and the Bay Area.
- Use a computer, phone, copier and office equipment.

This is a full-time, exempt position w/full benefits including full Health, Dental, Vision, Life Insurance and 403B retirement savings plan, etc.

APPLICATION PROCEDURE

Please e-mail your cover letter and resume, work samples and add “Deputy Director” plus your name in the subject line to:

Katie Garcia, HR Manager
Jamestown Community Center
Email: Katieg@jamestownsf.org
Telephone: (415) 647-4709

Jamestown Community Center is an Equal Opportunity Employer. We encourage women and people of color to apply. The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.