

Job Description Director of Initiatives

About Norwalk ACTS

Norwalk ACTS is a collective impact, nonprofit organization that provides a common framework for community collaboration. Working together, across sectors, we aspire to measurably improve the academic, social-emotional, and physical health of all children in Norwalk, CT from cradle to career. Our mission is to collectively transform systems by ensuring resources, policies, practices, and power structures actively dismantle racism and drive equitable outcomes for every Norwalk child and young person.

Position Summary

The Director of Initiatives will serve as the principal leader on Norwalk ACTS Initiatives. They are a hands-on, results driven leader who will be directly responsible for the Social Emotional Health & Out of School Time Initiative. They will also supervise and manage the Early Childhood Development and College & Workforce Readiness Initiative staff to ensure that all Norwalk ACTS Initiatives are consistently structured, operationalized, and improving outcomes.

Reports to Deputy Director

Key Responsibilities

- Facilitate the work and lead the project management efforts for Social Emotional Health and Out of School Time Initiative to enable progress within community-level outcomes using the principles of collective impact
 - Work with Initiative leadership and members to identify gaps and opportunities while seeking to articulate target populations, desired outcomes, and measurable indicators of success.
 - Build, manage, and maintain key community relationships, ensuring that equity is established as an overall mindset and focus of our work
- Manage, coach, and provide technical assistance to Early Childhood Development and College & Workforce Readiness Initiative staff to achieve objectives and complete deliverables; build capacity and oversee progress on continuous improvement.
 - Set key performance indicators and lead team to meet on-time goals that align to Strategic Plan
 - Support strategic alignment of community engagement efforts in each Initiative to ensure cross sector representation and community voice are embedded
 - Document continuous improvement processes, facilitations, presentations and procedures for the Norwalk ACTS Initiatives to provide a standardized approach and communication methodology for key stakeholders. Monitor progress and quality of Initiatives ensuring appropriate level of project methodology and rigor is being applied.
- Work with the Deputy Director to identify, track, and incorporate operational needs (e.g. CRM database management), communication needs (e.g. newsletter, social media, press release), and data services and reporting needs as they relate to the Initiatives.

- Support the ongoing collaborative work of the partnership by filling a variety of support roles including the coordination of meetings, events, and community presentations.
- Assist with grant writing and support fundraising strategies for operations and the work of the partners.

Supervisory Duties

Supervise Early Childhood Manager and Workforce Development Coordinator

Supervise the Community Engagement Coordinator as it relates to the Social Emotional Health & Out of School Time Initiative

Essential competencies and qualifications

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

- Understanding of, and belief in systems change/collective impact work as the vehicle for making measurable progress to close the racial wealth and opportunity gap. Previous experience in this area strongly preferred.
- Minimum of 5-8 years combined experience in community, municipal, and/or non-profit experience.
- Middle-level management experience that involves developing and leading teams. Recognizing and cultivating talent to support individual growth and development.
- Strategically oriented individual who has the ability to move ideas to strategies and actions.
- Ability to work independently, set priorities, and make appropriate decisions with limited direction.
- Ability to quickly process complex information from various data sources and present it clearly and simply.
- Excellent communication (verbal and written), public presentation and interpersonal skills. Bi-lingual preferred.
- Flexibility to respond to emerging needs; creativity and innovative thinking skills.
- Strong facilitation, coordination, and project management skills. Experience in initiating and driving programs and/or initiatives.
- Relationship-oriented and easily see how people, ideas, and actions are intertwined with each other.
- Knowledge of education and social service systems and the support they provide for students and families.
- Strong track record of developing and maintaining effective working relationships with diverse stakeholders/communities.
 - Knowledge of the Norwalk community and context preferred. The ideal person for this role brings community ties, credibility among constituencies across Norwalk, and strong connections across the community.
- Proficient in Microsoft office and G-suite and general comfort with technology and software. Previous use of Salesforce or similar CRM tool preferred.
- Legally able to work in the United States and provide information to complete the I-9 form. Candidates must complete a background check.

Physical Requirements

The employee is regularly required to communicate clearly, in oral and written formats, with others in person, over the phone, and via other devices. The employee must be able to transcribe, read extensively, prepare and analyze data, constantly operate a computer and other standard office machinery. The employee is required to regularly travel to offsite locations to set-up presentations and displays. Out-of-town travel to conferences may be required.

Salary & Benefits

This is a full-time (37.5 hours/week) salaried position. The starting salary range is \$85,000 – \$95,000, commensurate with experience. This position is eligible for employee benefits that include medical, dental, and vision insurance for employees and dependents, matching retirement contribution, life & long-term disability insurance, as well as competitive paid time off policies. Flexible schedule, including work from home options. Opportunities for travel and professional development. Caring, supportive, and nurturing workplace culture!

To Apply

Send resume and cover letter to info@norwalkacts.org with *Director of Initiatives* in the subject line. Initial application deadline, August 15th. Applications may open back up if additional candidates are needed. Start date no later than September 18th strongly preferred.

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