Newark Thrives! A Network for Youth Opportunities Executive Director Job Description

Newark Thrives! A Network for Youth Opportunities is being established to formally align cross-sector community stakeholders, networks and initiatives to develop and implement a long-term, comprehensive vision and strategy that increases access and participation, awareness, and support for quality Out-of-School Time (OST) programs to increase positive outcomes for Newark’s youth.

Newark Thrives! mission is to improve access to and participation in high-quality out-of-school time opportunities for Newark youth by leveraging resources, convening stakeholders, and empowering young people, families and educators to exercise choice.

Newark Thrives! will be responsible for partnering with cross-sector providers and key stakeholders to:

- Establish a results-based citywide vision and long-term strategic plan with shared community goals and outcomes for Newark’s youth.
- Engage stakeholders in citywide coordination, alignment, and integration.
- Drive systems alignment to ensure that necessary data is gathered and shared to inform decisions, improve quality, and expand programming so that every child in Newark has access to high-quality OST programs in his or her neighborhood.
- Develop a sound strategy for sustainable funding for OST.
- Influence policy, fundraising, awareness and advocacy.
- Build a citywide approach and use of a program quality improvement system.

Strategies for the network’s first three years are to:

1. Generate demand for OST and ongoing support for providers and the network.
2. Seek to promote equitable access to programs.
3. Strengthen the capacity of providers to deliver high-quality programs that promote all aspects of healthy development.
4. Inform and empower families and youth to select and participate in OST options that meet their interest and needs.

The Executive Director is responsible for creating and managing Newark Thrives! The Executive Director will: 1) build the organizational infrastructure from its inception, 2) serve as advocate and the public face of OST within the community, 3) develop and implement finance and sustainability strategies for the network including fundraising and earned income, communications, and stakeholder engagement, 4) manage the work of the network committees and consultants, 5) collect, analyze and manipulate data to drive outcomes and decision-making. The Executive Director will report to the Newark Thrives! Executive Committee of the Operations Team. The Executive Director, along with the Executive Committee, will be engaged in the process of identifying a permanent home for the Network. Responsibilities include:

- Develop organizational infrastructure and manage the day-to-day operations of the Network.
  - Develop bylaws, governance documents and systems for the Network.
  - Facilitate all meetings of the Executive Committee and Operations Team.
  - Ensure Network alignment with Cross-Sector Partners and Collective Impact Initiatives.
  - Manage staff and consulting contracts and deliverables.
  - Represent Newark Thrives! at OST, education, and youth related meetings and events.
  - Oversee Network Committees and the appropriate delegation of work to committees.

- Establish a unified vision for OST in Newark and create stronger and better alignment between the City, Newark Public Schools, OST providers, Funders and Collective Impact Initiatives consistent with the OST vision.
  - Identify and recruit key OST stakeholders to participate in the work of the Network.
  - Lead in the ideation and development of system and processes that promote, facilitate, and
enhance communication, cooperation, and collaboration among OST stakeholders.
- Facilitate collaborative efforts designed to strengthen the capacity of the field and provide more effective and efficient services directly to Newark youth.
- Coordinate with leaders of other OST and education collaborations and initiatives to ensure alignment to the OST vision and overall coordination of strategy.

- Work with the Executive Committee to develop and implement a robust finance and sustainability strategy incorporating finance, communications and stakeholder engagement.
  - Identify sustainable funding streams (philanthropy-local and national, public, private sector, earned income) to support network infrastructure and activities.
  - Establish strategic partnerships and collaborations to optimize resources and ensure long-term sustainability.

- Advance the work of the network in accordance with the strategic plan by leading staff and committees.
  - Facilitate use of data for program providers and the evaluation of OST programs; facilitate and promote the utilization of information and data to drive decision-making by the Network and OST providers.
  - Establish a system for continuous quality improvement for Newark OST providers. Focus on defining and improving the quality of OST services using an agreed upon construct of quality or quality standards; Develop training and professional development for providers focused on quality and the effective and appropriate use of data and information.
  - Establish unified OST messaging; establish communications platforms; implement communications strategy; communicate OST successes to target stakeholder groups.

- Other duties and responsibilities as assigned by the Network Executive Committee.

Education, Experience and Skills:
- 5 years of experience as an Executive Director or comparable leadership position with board level reporting responsibilities required.
- Undergraduate degree in related field including but not limited to social work, non-profit management, education, youth development or public policy.
- Leadership experience working with OST or youth-related nonprofits, educational institutions and government agencies.
- Demonstrated ability to develop and manage cross-sector partnerships and collaborations.
- Strong fiscal management and resource development expertise; experience with grantwriting and earned income preferred.
- Demonstrated experience in marketing, communications, and advocacy.
- Demonstrated ability with cross-sector data collection, analysis, and multi-purpose reporting to drive outcomes.
- Ability to work effectively with minimal supervision.
- Strong verbal and written communications skills; ability to communicate effectively with multiple stakeholders including nonprofits, educators, government officials, community.
- Deep understanding of impact areas (positive youth development, education, urban transformation, collective impact).
- Knowledge of the Newark landscape preferred.
- Demonstrated intellectual curiosity; openness to innovate to achieve articulated goals.
- Personal qualities of integrity, credibility, cultural sensitivity and commitment to the mission; inspirational leadership style.
The Newark Thrives! A Network for Youth Opportunities Executive Director will receive compensation and benefits commensurate with experience and qualifications. Please provide your salary history upon submitting your application.

Applicant Instructions

Please submit cover letter and resume to:
Email: Mbutlerconsulting@gmail.com Subject Line: Executive Director Position

Regular Mail: Victoria Foundation
ATT: Michelle Butler, OST Steering Committee
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