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ASSOCIATE DIRECTOR OF POLICY & RESOURCE DEVELOPMENT

Are you an institution builder who loves a challenge? Do you want to work on the frontlines of social change and be part of a new narrative for Stockton and a model for the nation? Do you love developing people and new systems? And are you ready to lead our organization into the future? If so— this is the right position for you.

Our mission: To promote the social, cultural, spiritual, and economic renewal of the most vulnerable families in Stockton and the greater San Joaquin Valley.

About Fathers & Families of San Joaquin (FFSJ):

At FFSJ we work to reclaim our destiny and give people a reason to live, and lead with purpose. We are a progressive, solutions-oriented community organization working on the front lines of racial justice, community healing, trauma-informed care, community re-entry, and education equity in the City of Stockton, the surrounding San Joaquin Valley and throughout California. We are Stockton, and we are reimagining our future!

At FFSJ, we build a foundation for intergenerational healing and leadership. We mentor and support our community members to work in unity with each other and values aligned partners to end wide spread poverty, employment disparities, inadequate access to public health services, and high rates of incarcerations. Fathers & Families of San Joaquin has been recognized as a leader in alternative interventions and programs to reduce recidivism among formerly incarcerated men of color, and for innovative youth development approaches focused on healing, culture and community leadership. FFSJ also operates a world-class Trauma Recovery Center, one of 11 in California and is partnering with AmeriCorps to engage and support young people in Stockton. FFSJ is reclaiming the future of Stockton for the people and is poised for more rapid growth in the years ahead.

The Associate Director of Policy & Resource Development will report directly to the Executive Director and will work closely with the Board of Directors to advance strategic goals. The Associate Director of Policy & Resource Development will partner closely with the ED to chart future growth and strategic response to an ever-increasing demand for the organization's leadership and advocacy in California.

Hours: M-F (8:00am-5:00pm); Lunch (12:00pm-1:00pm), occasional evenings and weekends

Department: Administration

About the Position:

The Associate Director of Policy & Resource Development will work alongside the founding Executive Director (ED), the Operations Director, and the Department

Managers to strengthen infrastructure, support smart growth, and implement key management practices to guide ongoing staff development and grow collective program impact. This exciting and critical leadership position will help FFSJ secure additional resources, further develop internal capacity and empower all staff to lead with purpose and integrity. This is a wonderful opportunity for a proven leader with demonstrated social justice values and experience in a nonprofit setting, to help FFSJ deepen its impact through greater internal capacity, staff mentorship and policy and organizational development.

This position is based in Stockton and will require occasional travel within the Greater Bay Area and throughout Central California.

PRIMARY RESPONSIBILITIES:

Staff Culture and Development:

- Cultivate FFSJ values across all departments within the organization
- Help strengthen and implement mentoring and supervision practice guidelines for program directors and other senior staff
- Provide support to the Operations Assistant & Operations Director to upgrade human resources functions including: new staff orientation, skills training, professional development, compensation and benefits, employee relations, performance evaluation and recruiting

Organizational Performance:

- Structure and guide program teams to deliver effective, culturally-informed programs, community services, direct interventions, and campaigns
- Maintain, monitor and enhance accountability systems through periodic program review, organizational goal setting, individual and group check-ins with staff, and a process of annual evaluation
- Provide recommendations for annual budget projections and offer revisions to program and departmental budgets based on performance and organizational need
- Collaborate with the ED to set policy goals that align with program services, assist in guiding staff implementation of strategic policy change campaigns, and ensure adequate staff support to bring about desired policy outcomes

Management and Leadership:

- Structure and lead administrative and program teams, including facilitation of regular team meetings
- Represent FFSJ in public meetings, at professional conferences and other public events as requested by ED
- Make recommendations for hiring, firing and staff retention based on program performance, individual supervision and fiscal projections

Fundraising and Finance

- Work with ED to expand revenue from individuals, foundations and government agencies by building authentic relationships and submitting a minimum of 10 new LOIs and funding proposals
- Collaborate with the ED to maintain and cultivate existing funder relationships and share transformational impact
- Ensure completion of high-quality, timely written grant proposals and contract bids

- Oversee, review and strengthen internal data collection practices and reporting process for grant awards and government contracts and communicate impact to all stakeholders
- Collaborate with ED, Operations Director, and Accounting staff to develop and monitor annual operating budget
- Guide staff development to use budgetary and fiscal information to inform program management decisions and meet program goals

KEY QUALIFICATIONS:

Institution Builder with Strong Work Ethic– Ability to effectively build organization and staff capacity; developing a diverse, passionate workforce and the processes that will ensure the organization runs smoothly every single day. Enjoys working hard and looks for solutions to challenges every single day. A minimum of ten years of experience.

Leadership and Organization – Exceptional capacity for managing and leading people; a team builder who has experience in working to develop internal staff competencies; ability to connect with staff both on an individual level and in large groups; capacity to enforce accountability; is fair and thoughtful about disciplinary actions; develop and empower diverse, passionate leaders from the bottom up and still lead from the top down.

General Management – Thorough understanding of finance, systems, and if possible- Human Resources; broad experience with the full range of business functions and systems, including strategic development and planning, budgeting, business analysis, finance, information systems, human resources, and marketing; strong expertise in the utilization of Microsoft Office software applications, database management, and management of staff work plans to ensure prioritization of tasks are in alignment with contract deliverables and timelines.

Brilliant Fundraiser and Resource Organizer – Experience with raising funds, building donor relationships, and proposal writing process; experience working with program officers and staff from diverse foundations, experience with grants management, and an ability to think strategically about funding choice and programmatic goals in order to operationalize proposals when awarded.

Love and Justice – Experience working to advance social justice; a leader who is grounded and with deep understanding of intersectionality and dynamics of race, gender, oppression and inequity; a passionate advocate for social change who leads by example; a collaborative and inclusive decision-maker who loves people.

Solid Educational Background – Undergraduate degree required; Masters degree in a field relevant to the work of the organization highly desired. Spanish fluency not required but highly desirable. Experience working in a fast paced, dynamic and grassroots organization is a must.

Sense of Humor and a Positive Attitude – This work isn't always easy, that's why we are recruiting a leader with a healthy sense of humor and relentless sense of optimism. This work is messy, it can push you to the limits and break your heart. It can also give you hope about our collective humanity. If you're someone who wants to live with purpose and truly uplift our community, then join us today.

Compensation: Salary range starts at \$80,000+ per year; compensation is commensurate based on education, skills and experience in administrative position

Benefits: FFSJ has a comprehensive benefits package because we are committed to the health and well-being of our staff. We offer platinum level medical insurance, dental, vision, life, and retirement benefits upon meeting the probationary period.

Process to apply: Please send a resume, cover letter, and 3 professional references to Hannah Rhea Divino at hdivino@ffsj.org. Use subject line “Associate Director of Policy & Resource Development Application” in your email.

Equal Employment Opportunity: At FFSJ, we are proud to be an Equal Opportunity workplace that celebrates diversity and inclusion of all people. FFSJ stands together with our most vulnerable communities, including people of color, women, immigrants, LGBTQIA+ folks, veterans, individuals with disabilities, and more. We show love and give our folks a reason to live with purpose - regardless of their background and identities. Because our work is grounded in love and social justice, we will not tolerate any form of discrimination against any legally protected characteristics.