

Advocates for Children and Youth (ACY) Interim Executive Director

Advocates for Children and Youth (ACY) is seeking a seasoned leader who can manage and lead the organization for six to twelve months while we search for a permanent Executive Director.

WHO WE ARE

ACY builds a strong Maryland by advancing policies and programs to ensure children of every race, ethnicity and place of birth achieve their full potential. Our work aims to improve the lives of Maryland's 1.3 million children and 530,000 youth through policy change and program improvement. We advocate at state and local levels for policy and program changes, track data and hold agencies accountable for results, and ensure that all children and their families have sufficient and equitable resources and opportunities for success and receive appropriate services to address their needs. As Maryland is a racially and ethnically diverse state, we conduct all of our work with a rigorous race-equity focus that we sharpen every day.

ACY determines our priorities based on two broad factors: empirical evidence supporting legislative or regulatory policies to achieve positive outcomes for children and youth, and our engagement with directly affected populations in communities across the State. We further develop our policy solutions and strategies in coalition with diverse stakeholders and organizations. We believe that any strong coalition must include not just the established non-profit organizations, but also local groups led by youth and/or people of color.

We work toward a Maryland where:

- Outcomes and access to opportunities for children across Maryland are not predicted by race or zip code;
- Families and communities are healthy as well as adequately and equitably resourced;
- Policies, programs, and institutions are appropriately implemented, funded and staffed, and accountable for strong results; and
- Youth, families, and communities are driving the agenda and have the capacity to advocate for their needs.

OUR MISSION AND VALUES

For over 30 years, ACY has served as Maryland's only statewide non-partisan, nonprofit organization that works across all issue areas that impact a child's life to close disparity gaps and improve outcomes for children and youth. ACY was founded in 1987 by a group of prominent community leaders who saw the need for an independent organization that would advocate for the state's children and families in the community, the media, and the public policy arena. ACY is the only organization working across these issue areas to address racial disparities and ensure a holistic approach to improve outcomes for children in every area of their lives. Our mission is to build a strong Maryland by advancing policies and programs to ensure children and families of every race, ethnicity, and place of birth achieve their full potential.

Advocates for Children and Youth is committed to a workplace where we:

- Are driven by passion and purpose.
- Act as a collaborative team.
- Appreciate each individual.
- Demonstrate integrity and trust.
- Understand that we cannot achieve our mission without addressing systemic racism.

- Are grounding our work in community.
- Work hard but honor and care for ourselves.

Interim Executive Director Position Summary:

The Interim Executive Director will be a 6-12 month position that will be responsible for preparing ACY for a new leader and establishing an optimal opportunity for long-term success by the permanent ED; assessing organizational structure, operations, finances, and budget; and setting this person up for success. This includes developing and implementing recommendations for securing the organization's long-term financial stability; managing the day-to-day functions of the organization and ensuring that operations and policy work continue through this interim period; and sustaining the race, equity, and inclusion work that ACY has begun, including recommending internal process reforms needed to complete the process of embedding that work in the procedures, operations, and success of the organization; and continuing the organization's strategic planning process.

The Interim Executive Director will report to the Board of Directors.

Develop and implement fund development strategies:

- Sustain relationships with Foundation staff and ensure all grant deliverables are met and that applications and reporting are done in a timely and thorough manner. Explore potential new funders and build relationships with or apply to those foundations as opportunities arise.
- Create individual donor outreach plans and materials and manage donor relationships; sustaining existing relationships through the transition. Develop recommendations for expanding individual giving and determine what tools or capacity are needed to expand the individual giving program, as needed and appropriate, including exploring online events when in-person events are not feasible.
- Assess financial structure and strategies, develop new possible targets and strategies for financial stability and growth, and engage with board on fundraising efforts.

Serve as Chief Financial Officer:

- Monitor all expenses and income on an ongoing basis. Prepare ongoing cashflow analysis and ensure that all expenses are covered.
- Provide rolling budget updates to the Executive and Finance Committees and recommend any financial or structural changes needed to ensure the long-term sustainability of the organization.
- Review and approve contracts and authorize major expenses, including signing checks, drafting and executing contracts, and negotiating and authorizing payroll.
- Ensure that any new contracts or consultants align with ACY's Race, Equity, and Inclusion goals.

Manage Staff:

- Manage ACY's staff and maintain staff morale during the transition.
- Work with board and staff to ensure that ACY's organizational values are honored and to improve collaboration among staff.
- Ensure that staff develop and implement workplans to advance the organization's mission and are on track to meet their grant and workplan deliverables.
- Recommend major personnel decisions to the board's Executive Committee for its approval and keep Executive Committee apprised of significant issues concerning staff.

Support the Board of Directors:

- Support the Board of Directors in executing its duty, including preparing for and staffing board meetings and committee meetings and maintaining regular communications with board members.
- Assist with the search for the permanent Executive Director. Assist Board, staff, and the new Executive Director in the transition after that person is hired.
- Recommend ways to strengthen board and better integrate its work with staff.

Strategic Planning, Race Equity, and Program:

- Make recommendations, as part of the leadership transition to the permanent Executive Director, to ensure that board and staff are ready to continue conversations around long-term vision, including completion of strategic planning and Race Equity implementation.
- Review the current organizational structure and make recommendations to the board to ensure that staff roles are optimized for impact.
- Make final decisions on organizational positions and priorities and, when necessary and appropriate, serve as spokesperson for the organization.

Position Requirements:

Robust, documented experience with the following:

1. Budgeting, financial management, and raising funds.
2. Direct work with a non-profit board of directors.
3. Managing staff and building a team culture.
4. Implementing Race, Equity, and Inclusion reforms both within an organization's internal processes and in its external-facing work.

Experience with one or more of the following is preferred:

1. Non-profit reorganization or similarly experience with organizations in transition.
2. Policies, programs, and/or services affecting children/social welfare/poverty/civil rights policies or related areas.
3. Prior service as an interim executive director of a non-profit organization.

Skills:

1. Unafraid to address hard issues head-on and make tough decisions and strong recommendations.
2. Ability to set a strategic vision and understand how to structure a policy advocacy organization to reach that vision.
3. Ability to engage people from diverse backgrounds and experiences and to understand other people, what motivates them, and how to work cooperatively with them.
4. Strong work ethic and ability to juggle multiple responsibilities in a timely manner.
5. Commitment to advancing racial equity and equitable outcomes for children and youth.
6. Understanding unique aspects of advocacy organizations.

Position Details:

Competitive salary based on experience. This position will be 20-30 hours salaried as a consultant. The Interim Executive Director is not expected or encouraged to apply for the permanent Executive Director Position but is not prohibited from doing so. The ideal candidate could start in late June.

ACY is based in Baltimore, MD, although all staff are working remotely during the COVID-19 shutdowns.

To Apply:

Those interested should send their resume, cover letter, and three references to jobsearch@acy.org. Applications accepted on a rolling basis. Please include “Interim Executive Director” in the subject line. No telephone calls please.

Advocates for Children and Youth is an equal opportunity, affirmative action employer that encourages all interested persons to apply regardless of race, religion, national origin, gender, sexual orientation, gender identity, disability, or any other category protected by applicable law.