



JOB DESCRIPTION

Position: Deputy Director

Organization: Youth Speaks, Inc.

Reports to: Executive Director

Direct Report(s): Manage up to four direct reports

Hours per week: 40 hours/week (full-time, exempt)

Compensation: \$120K- \$130K annually

Position Overview

Youth Speaks is seeking an ambitious and experienced professional to help lead its executive team, and shape the future of Youth Speaks' organizational impact in the lives of young people, educators and the arts and culture leaders in the Bay Area, and across the country. This is an exceptional opportunity for a collaborative, driven, and inclusive leader with a proven track record of financial management, creative problem-solving and change management to join in a growing high-impact, well-respected, mission-driven organization. Reporting to the Executive Director (ED) and directly supervising up to a four-person team, the Deputy Director serves as an integral member of the leadership team. The Deputy Director will work closely with the ED to create an environment for success that inspires staff, board, and other stakeholders and provides holistic, adaptive systems to support the organization's mission and values. This is a new position created to support the organization as the ED drives external relationships, vision, fundraising, and social impact.

Organization Profile

For 25 years, Youth Speaks has been at the forefront of defining what it means to empower the voices of young people through storytelling, narrative, culture and grassroots power. A multi-faceted, BIPOC-led organization, we believe in the power, insight, creativity, and passion of young people to positively change the world. Founded in 1996 in San Francisco, Youth Speaks also offers a comprehensive slate of pioneering arts education experiences to thousands of teens per year in the San Francisco Bay Area, with national programs that have served over 250,000 writers, poets and visionary youth activists.

Duties and Responsibilities

The Deputy Director will be responsible for managing the overall operations and organizational development of Youth Speaks, enhancing the internal processes and building the infrastructure that will allow the organization to continue to grow in support of its mission. This is an opportunity for a progressive, passionate, youth advocate to develop programming and advance the cause of creating spaces for young people to develop and amplify their voices as creators of societal change.



The Deputy Director's top priorities and responsibilities include but are not limited to:

Leadership, Strategy and Communications

- Serve as the ED's primary advisor regarding organizational strategy and goals, team management, team building and organizational best practices.
- Serve as Youth Speaks' internal leader, providing all staff with a strong day-to-day leadership presence that promotes cross-team collaboration and clear communication.
- Support the Development and Impact work of the organization.
- Keep lines of communication open. Ensure that the ED and leadership team are informed of critical issues.
- Manage, supervise, and evaluate a team of up to four direct reports to ensure that they are well-suited to address challenges and opportunities for Youth Speaks.
- Continue internal processes focused on strengthening programmatic impact and innovation, funding, and organizational capacity.
- Support the Executive Director to execute a vision that inspires staff, board, partners, and the community and establishes Youth Speaks as a thought leader in the arts education and civic youth development space.

Finance, Operations & People Management

- Oversee and lead our annual budgeting and planning process with the Executive Director and Finance and HR Manager. Manage reforecasting and build long-term financial stability.
- Prepare and review financial plans and budgets and keep the executive team, board and staff informed of the financial status of Youth Speaks.
- Work closely with the Finance and HR Manager to build the organization's internal culture, and financial and HR management systems.
- Foster an atmosphere of transparency and accountability in matters relating to the organization's financial condition.
- Build on our organization's commitment to investing in emergent BIPOC leaders by implementing professional and leadership development opportunities, codifying best practices regarding compensation and benefits, performance evaluation, and training and recruiting.



- Exemplifying a genuine passion for the mission and youth development, this leader has a commitment for uplifting youth and their communities through the power of language, arts, and culture.
- Continue reflecting and learning alongside the organization in order to meet new challenges with creative models and solutions and to center liberatory practices throughout the organization.
- Serve as a key thought partner to the Executive Director to support innovation at Youth Speaks.

Cultural Humility and Racial Justice

- Advance organizational practices and programs that respond to social, cultural and educational inequities rooted in systemic oppression
- Commit to compassionate self-reflection, redressing power imbalances, and developing and maintaining mutually respectful dynamic partnerships;
- Experience working across diverse communities with empathy and tact, to communicate across all constituencies, including to students, staff, donors, the Brave New Voices network, and the broader community.

Board Support and Stewardship

- Prepare quarterly and committee board agendas, reports, and materials with Executive Director
- Cultivate collaborative partnership with the board rooted in transparent communication and clear roles and opportunities for engagement with staff and service to Youth Speaks communities

Qualified Candidate Must Have:

- 10 + years of experience working in a senior leadership position at a nonprofit or social impact organization. Current and former Executive Directors are welcome.
- 5-10 + years of operations, HR and nonprofit finance experience.
- 10 + years of staff management experience preferred.
- Ability to lead with humility, and collaborate, work with, and help build a diverse team.
- Proven understanding of impact-centered program design and evaluation.
- Strong time management skills with the ability to multi-task across projects.



- Clear thinking, strong communication, and sophisticated systems and habits for self-organization.
- Ability to work in a fast-paced environment where flexibility and team effort are essential.
- Excellent written and verbal communication skills.
- Preference for someone who lives in the San Francisco Bay Area or willing to relocate here.

Preferred Qualifications:

- Experience or desire to learn how to develop and implement innovations to the Youth Speaks model and leverage relationships with partner organizations in order to amplify the organization's reach and impact;
- Expertise in building healthy organizational culture, across multiple project and department lines, using accessible language to share information, strategy, and processes to individuals with differing levels of familiarity;
- Decisive and resourceful, with the organizational sensitivity to gain the support and confidence of the Board and staff at all levels;
- Proven experience co-creating a joyful workplace, and a love for snacks and oratorical swag.

Mission and Vision

Youth Speaks creates spaces that challenge young people to develop and amplify their voices as creators of societal change.

Youth Speaks envisions a world in which young people are heard, honored, and connected through creative ecosystems of interdependence and care.

History

Founded in 1996 in San Francisco by James Kass, Youth Speaks has long championed a local, national, and increasingly global movement of young people using their voices to shift culture in the creation of a more just and liberatory world for themselves and their people.

To Apply

Please submit a resume and a thoughtful cover letter detailing your interest and experience to employment@youthspeaks.org or with the subject line "Deputy Director" by **Friday, January 28th, 2022.**



EEO/AA

Youth Speaks is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical conditions. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

Youth Speaks will consider qualified applicants with criminal histories in a manner consistent with the requirements of San Francisco's Fair Chance Ordinance.

*No phone calls please. Due to the anticipated volume of applications only candidates for interviews will be contacted, we appreciate your understanding of the resource constraints during Covid-19, working remotely, and caregiving obligations amongst others.