



JOB DESCRIPTION

Organization: Youth Speaks, Inc.

Location: 265 Shotwell, San Francisco, CA 94110 (Hybrid)

Position: Director, Youth Development & Arts Education

Supervisor: Deputy Director

Direct Reports: Up to 3 FTE

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

Compensation: \$100,000-\$110,000

Benefits:

- Medical, dental, vision, FSA, life, and long-term disability insurance plans
- Generous time off including 15 vacation days, 5 Personal Days, 10 sick days, 16 holidays, monthly wellness time
- Annual stipend for professional development

About the Organization:

Youth Speaks is a multi-faceted BIPOC-led and staffed organization that understands that the power, insight, creativity, and passion of young people change the world. Founded in 1996 in San Francisco, Youth Speaks is the leading nonprofit presenter of Spoken Word performance, education, and youth development programs in the world.

Presenters of local and international youth poetry slams, festivals, reading series, and more, Youth Speaks also offers a comprehensive slate of literary arts education programs during the school day, in the out-of-school time, on weekends, and evenings. All told, Youth Speaks provides free arts education to thousands of teens per year in the San Francisco Bay Area alone, has helped create partner programs in over 60 cities across the United States, and has worked with young people globally.

POSITION OVERVIEW: As a Director specializing in Creative Youth Development (CYD) and Arts in Education programs, you will be responsible for overseeing and managing the organization's initiatives aimed at empowering and engaging young people through the arts. You will play a crucial role in developing, implementing, and evaluating high-quality programs that foster creativity, personal growth, and educational outcomes. This position requires strong leadership, program development expertise, and a passion for the transformative power of the arts, integrated learning and creative expression. The **Director of Youth Development & Arts Education** is an integral part of the Youth Speaks Strategy Team (Executive Team). This role manages and oversees Youth Speaks long-standing Creative Youth Development and Arts in Education portfolios. Both portfolios engage, develop, and amplify youth voice through a diverse series of in-school, after-school, and performance-based activities.

The **Director of Youth Development & Arts Education** reports to the Deputy Director and is accountable for the execution of all programmatic activities, including those involving volunteers and contracted artists. They should be an experienced and practicing artist, arts educator, and arts administrator with demonstrated experience in

team management, people management, systems building, grant management, reporting, stakeholder management, program management, program planning, evaluation, administration and logistics management.

The **Director of Youth Development and Arts Education** is tasked with:

- Serving as a member of Youth Speaks' Executive Leadership team
- Advising the organization on strategies to innovate, execute, and measure the impact of our youth programmatic offerings.
- Supervising the Creative Youth Development and School Sites staff
- Developing and executing systems and strategies for the funding, staffing, implementation, and evaluation of Youth Speaks programs
- Promoting a staff culture that values collaboration, learning, accountability, and focus on purpose and outcomes
- Effectively partnering with members of the Development, Communications, Finance and Administration departments as a member of the Leadership Team and representative of the Programs Team
- Manage and engage partnerships in the Creative Youth Development and Arts in Education field
- Playing a key role as an innovator and thought leader to increase Youth Speaks' social change impact
- Acting as a mentor, coach, and leader to director reports and members of the Creative Youth Development and Arts In Education teams.

This role will require occasional evening and weekend work to participate in local and field-wide meetings and support Youth Speaks events. This is a hybrid position based out of Youth Speaks' San Francisco office.

KEY RESPONSIBILITIES:

Leadership, Program Development and Management

- Collaborate with the executive team and stakeholders to establish strategic goals and objectives for the Creative Youth Development and Arts-in-Education Programs.
- Design and develop innovative program models and curriculum that align with the organization's mission and goals.
- Oversee program budgets, timelines, and resources to ensure effective implementation and adherence to funding requirements.
- Manage the departmental budget of at least \$100,000 in direct costs
- Attend weekly Strategy Team (executive leadership) meetings
- Plan, coordinate and lead weekly department meetings and 1:1s with direct reports
- Continuously evaluate program outcomes and make data-driven decisions to enhance program effectiveness and impact
- Identify and manage independent contractors supporting programmatic activities
- Commit to ongoing professional learning by staying up-to-date with trends and best practices in Youth Development and Arts in Education, and integrate them into program design and delivery
- Act as Co-Director for Youth Speak's annual Brave New Voices Festival
- Support the strategic growth of the department to align with organizational mission, impact goals and programmatic priorities as set forth by the Executive Director and Deputy Director

Pedagogy, Artistic & Cultural Practice

- Ensure programmatic and artistic excellence by integrating Youth Speaks' unique pedagogy, values, and artistic standards across programs
- Knowledge of the work of liberatory artists, scholars, thinkers, and other culture-forward practitioners

Partnership Development and Stakeholder Engagement

- Identify, cultivate, and maintain partnerships with schools, community organizations, individual artists, funders and other stakeholders to expand program reach and resources
- Collaborate with external partners to develop mutually beneficial relationships and secure funding opportunities to sustain and grow programs
- Amplify the power of arts and youth voice as an advocate of Youth Speaks' vision, mission and values in meetings, conferences, and public events

Staff Supervision and Development

- Recruit, hire, train, and supervise a team of program staff and volunteers
- Provide ongoing support, guidance, and professional development opportunities to ensure staff are equipped to deliver high-quality programs
- Instill a sense of accountability among team members by modeling close oversight of individual and organization performance standards and adherence to Youth Speaks' code of conduct
- Observe and train field staff by shadowing and conducting site visits
- Foster a positive and inclusive work environment that values diversity, collaboration, and creativity
- Effectively delegate responsibilities to staff and respective Program Managers, while providing mentorship and support
- Acts as the main liaison to new staff and provides orientations to new staff
- Ensure completion of HR onboarding steps such as LiveScan, benefits enrollment (Gusto), etc. for all departmental staff
- Ensure departmental compliance of Youth Speaks' HR Handbook
- Create checklists and provide guidance for onboarding and offboarding staff, and develop methods to automate checklists through tools like Asana

Program Evaluation and Reporting

- Develop and implement evaluation frameworks and tools to measure the impact of the programs on participants, schools, and communities.
- Prepare regular reports and presentations for the executive team, funders, and board of directors, showcasing program outcomes and impact.
- Utilize evaluation findings to inform program improvements, develop funding proposals, and communicate program effectiveness to stakeholders.
- Work in collaboration with the Youth Speaks Advancement and Finance teams on grant reporting and financial assessments including cost allocations by programmatic activity

Resource Development

- Prospect for new funding opportunities on an ongoing basis;
- Collaborate with the Advancement Department and fundraising staff to create compelling funding proposals, taking the lead on program-specific content, and to fulfill funding reporting requirements
- Attend business development events to network with funders and potential partners
- Present at arts and education, nonprofit capacity-building, and other forums/conferences as feasible

Communications

- Present quarterly (or as frequently as needed related to specific events) on Creative Youth Development and Arts-in-Education Department updates to staff and Board, highlighting goals and impacts, year-to-date progress, lessons learned and innovations
- Present weekly updates to Youth Speaks' Deputy Director and other key leadership staff as needed
- Ensure that the Creative Youth Development and Arts-in-Education Department is closely collaborating with Youth Speaks' Communications, Narrative Change & Field Building and Digital Impact Teams to create clear, compelling, and accurate marketing materials (online and printed), and is engaging Youth Speaks' Youth Advisory Board, Spokes, to participate in the creative vision of all creative content (digital and live art)
- Develop and implement a plan to effectively communicate with Bay Area educators, school administrators, CBOs, government agencies to augment their knowledge of Bay Area programming and resources, and to foster greater youth involvement in Youth Speaks' Creative Youth Development and Arts-in-Education programs

Required Qualifications:

- Minimum of a BA, MA in education, performing arts or arts management preferred or equivalent professional experience will be considered;
- At least seven years of professional experience, with at least three of those in a director level position with supervision responsibilities;
- Minimum of five years (5) of professional experience in a nonprofit and/or arts and education field
- Experience with proposal writing and grants management (gained in a nonprofit or academic environment), and knowledge of local funders;
- Experience developing and evaluating program models, and successfully operationalizing effective and innovative arts and education programs;
- Deep understanding of current issues in the arts and educational fields, including but not limited to government policies, current dialogue related to pedagogical issues, understanding of specific trends and issues in the field impacting people of color, and best practices;
- Proficient in using technology as a management reporting tool
- Strong project management skills managing complex, multi-faceted projects resulting in measurable successes and program growth;
- Strength in hiring, recruiting, managing, developing, coaching, and retaining individuals and teams, empowering them to elevate their levels of responsibility and performance;
- Ability to delegate responsibilities in a clear and effective manner to subordinates, to maximize team and personal productivity;
- Excellent verbal and written communication skills with exceptional attention to details
- Strong commitment to maintaining a culturally and racially diverse environment at Youth Speaks, which is reflected throughout our programming activities with youth and the field;
- Personal qualities of integrity, credibility, intellectual curiosity, creativity, and commitment to and passion for Youth Speaks' mission

TO APPLY

Please email your cover letter, resume, and at least 3 references to employment@youthspeaks.org with the subject line "**Director, Youth Development & Arts Education.**" This position will remain open until filled.

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. Job applicants and staff 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.