



1714 Franklin Ave Suite 321-100 Oakland CA, 94612

DIRECTOR OF FLOURISHING PROJECTS (SENIOR DIRECTOR)

POSITION SUMMARY

The Director of Flourishing Projects plans, manages, trains, supervises and oversees execution of short- and long-term Healing Centered Engagement projects.

The Director of Flourishing Projects works collaboratively with the Executive team, Project Managers, external consultants and Flourish facilitators.

RESPONSIBILITIES:

Project Oversight

The Director of Flourishing Projects will serve as the primary program manager for our client projects and core internal programming:

DUTIES INCLUDE:

Project Management

- Design and implement the project management process
- Oversee and assist the Project Managers in converting project proposals, and sales plans and estimates into project workplans, budgets and timelines
- Review reports submitted by Project Managers
- Provide project and budget updates to executive staff on a regular basis
- In collaboration with the Project Management team, design, implement and manage ongoing HCE certification course clients and general HCE trainings
- Provide coaching to Project Management team
- Oversee and manage project/program budgets, and expenditures

Team Management

- Oversee the allocation of program staff to projects and identify the need for any additional support
- Hire and Manage subcontractors, project staff, and facilitators including reviewing scopes of work and payment processing
- Lead organization project team in overall understanding and implementation of the agency values which include wellness, self-reflection, possibility thinking and building transformative relationships
- Manage subcontractors, project staff, and facilitators including reviewing scopes of work, invoices and submitting invoices to Director of Finance.



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Training

- Manage and coach Project Management team in effective project management and HCE program delivery
- Design, manage and implement trainings for Flourish facilitators and independent consultants who serve as facilitators

Knowledge and Systems Development

- The Director of Flourishing Projects will contribute to organizational efforts to build up the internal knowledge, skills, systems, and processes needed to ensure ongoing programmatic excellence.
- Identify and connect lessons learned and findings from programming to increase overall staff knowledge, develop best practices, and inform the ongoing development of new tools, services, and resources that advance healing and well-being for youth of color and supporting adults
- Help to create evaluation processes and tools, and use findings to continually improve practice and impact
- Suggest innovative plans and processes to improve program functions
- Develop systems, policies, and practices that ensure consistent, high-quality project management
- Build and maintain strong relationships with Flourish team members, clients, consultants and extended Flourish community

Admin

- Be an organization leader, helping to build Flourish Agenda into a strong, effective and resilient organization
- Participate in the annual staff review process
- Participate in staff and team building events
- Follow Flourish Agenda financial and organizational policies, procedures and guidelines
- Support the writing of letters of intent, grant proposals, and reports to funders
- Other duties assigned the executive team



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WE ARE LOOKING FOR SOMEONE WHO HAS...

- BA required, MA preferred in education, social work, or related discipline
- Strong values and beliefs in social justice, equity and belonging principles and practices
- Senior experience in managing program staff, subcontractors or volunteers
- Strong strategic thinking and analytical skills
- Experience with CRM, task management and project management software
- Experience with Learning Management systems
- Excellent interpersonal and written and verbal communication skills
- Solid knowledge of educational and social equity issues related to youth of color
- Excellent problem-solving skills, ability to think creatively and independently resolve conflicts and challenges
- Self-directed and excited to work in a start-up like environment
- Committed to and intentionality in engaging in one's own healing, personal empowerment, and transformational leadership development
- Passion for and commitment to Flourish Agenda's mission, vision, and philosophy

REPORTING LINES

The Director of Flourishing Projects is a part of the Executive team and reports to the Chief Executive Officer.

WORK HOURS/SCHEDULE

The Director of Flourishing Projects will work 40 hours per week. These hours will be conducted both remotely and in person in compliance with CDC COVID-19 regulations. While hours are somewhat flexible, the Director of Flourishing Projects must be available during most traditional work hours, Monday-Friday, 9 am-5 pm PST.

JOB TYPE:

This is a full-time, exempt and benefited position, including vacation time, medical coverage, FSA plans, 401k retirement plan with matching and home office reimbursement.

[Healing Transform People, People Transform Communities...](#)



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The Director works during traditional business hours, Monday–Friday, 9 am–5 pm. Given the current climate of COVID-19, the position will work remotely until further notice. There will be occasional in person staff convenings, which will be in compliance with CDC social distancing guidelines.

The position requires occasional evening and weekend hours. Once shelter in place regulations are lifted, there will be local and national travel for multi-day meetings, site visits, and retreats at least four time per year.

COMPENSATION and BENEFITS:

\$95,000–\$105,000 annual salary, commensurate with experience.

Pre-tax medical expense reimbursement benefits

Pre-taxed retirement fund

HOW TO APPLY

Candidates should upload resume and cover letter [here](#). Applications will accepted until Friday, April 2.