



Building Our Future Job Opportunity: Director of Strategic Initiatives

About Us:

Building Our Future (BOF) is a local educational initiative and part of the StriveTogether Network, a collective of organizations dedicated to improving outcomes for young people nationwide. We adopt a cradle-to-career approach, monitoring key outcome areas from kindergarten readiness to workforce readiness. Our goal is to enhance access and performance throughout students' educational journeys, preparing them for economic mobility. BOF accomplishes this through two primary activities:

- **Building Networks:** We manage and facilitate collaborative action networks focused on key cradle-to-career outcomes. These networks track specific milestones in a student's journey, providing insight into their performance. Currently, we manage five collaborative action networks within our partnership.
- **Building Capacity:** We support organizations serving youth and families by providing coaching and continuous improvement training through the Results Count™ Framework. Our partners are equipped with data to inform their work, analyze trends, and improve student outcomes. Additionally, we empower students by teaching advocacy and amplifying youth voices. For the past four years, we have collaborated with the Racial Equity Institute to build capacity across racial backgrounds, training over 300 community members. We believe that stronger organizations contribute to stronger communities.

About You:

You are a results-driven professional with an ardent dedication to enhancing cradle-to-career outcomes for children and families. Your focus on early childhood education underscores your commitment to transformative change.

With expertise in strategic communications, project management, and systems thinking, you excel in fostering collaboration among diverse groups to achieve tangible results. Your ability to facilitate, train, and coach teams empowers them to take decisive action.

Comfortable with data-driven decision-making, you leverage information to drive meaningful change. Your enthusiasm for applying innovative frameworks, such as Adaptive Leadership and Results-Based Facilitation, reflects your commitment to community-wide impact. With a connection to the Kenosha Community, you are poised to lead Building Our Future's partnership towards greater success.

Responsibilities & Outcomes:

I. Organizational Strategy & Leadership

- a. Contribute to the development and execution of strategic planning, with a focus on systems-level change and capability building.
- b. Design and implement project management tools and processes in collaboration with team members.
- c. Lead and support capacity building with partner organizations using partner coaching methods, Results Based Facilitation, and Continuous Improvement (Results Count™ Framework) tools.
- d. Provide direct support to team members on specific strategies aimed at improving cradle-to-career outcomes.
- e. Collaborate with the Executive Director on grant writing initiatives.
- f. Foster greater awareness of barriers related to race, ethnicity, socioeconomic status, and other factors hindering success, while engaging with partners with humility and courage.

II. Collaborative Action Team Management within Early Childhood Education

- a. Facilitate and manage some of our collaborative action networks, including the Smart Beginnings Network, Southeast Wisconsin Child Care Workforce Coalition, and Literacy Steering Committee.
- b. Research evidence-based practices, promoting professional learning, sharing, and implementation of these practices among partner organizations within each Network.
- c. Convene regular meetings and planning activities of the Collaborative Action Networks, engaging participants through a process of continuous improvement to:
 - Develop or refine roles and responsibilities, fostering a sense of common purpose and vision among participants in each Network.
 - Identify needs and gaps in services within assigned network areas.
 - Extract evidence-based best practices from community and national sources, building consensus around a strategy to integrate and scale these practices into Network action plans to drive change and achieve countywide goals.
- d. Monitor progress and quality of projects, ensuring the appropriate level of project methodology and rigor is applied.
- e. Facilitate and coordinate activities with partners to share and implement lessons learned and standardize approaches and tools.

III. Other Duties

- a. Meet regularly with the Executive Director to set timelines, milestones, and checkpoints to ensure the timely implementation of activities and the achievement of outcomes.
- b. Develop strong communications materials and lead communications-related projects, such as annual impact reports and creating one-pagers for advocacy targets and community partners.
- c. Provide guidance and support to community fellows/interns, where applicable.
- d. Maintain up-to-date records, including files, contact lists, and database entries (e.g., Google Drive).
- e. Support the Mission, Vision, and Values of Building Our Future and abide by applicable standards of conduct, policies, and procedures.
- f. Perform other duties as assigned.

Knowledge, Skills & Competencies:

- **Leads by Example:** Sets a standard of excellence within the community and empowers partners to facilitate local system change. Builds trust among diverse stakeholders through honesty, integrity, and authenticity, fostering strong relationships as the foundation for achieving results.
- **Critical Thinking and Problem Solving:** Demonstrates excellent strategic thinking skills, capable of dissecting complex issues and involving diverse stakeholders in solution-oriented approaches.
- **Planning & Organizing:** Exhibits strong project management and organizational abilities, adept at managing multiple priorities, and following through with attention to detail. Proficient in Microsoft Office Suite & Google.
- **Communication:** Establishes and models standards for effective written and verbal communication. Draws upon experience to assist others in improving their communication skills.
- **Relationship Building and Collaboration:** Proficient in developing relationships and fostering consensus among diverse stakeholders across various sectors.
- **Drives Vision & Purpose:** Effectively communicates a compelling vision and strategy, motivating aligned action among others. Holds personal accountability for achieving outcomes and inspires commitment from others.
- **Plans & Aligns:** Seeks to understand organizational goals and priorities, integrating them into decision-making processes. Can identify project results and prioritize based on potential impact and resource requirements.
- **Adaptability:** Champions change and guides partners in implementing continuous improvement processes. Adaptable to fast-paced, ambiguous environments.
- **Qualitative and Quantitative Data Analysis:** Capable of teaching and coaching others in logic and data analysis to solve complex problems.
- **Focus on Equity:** Committed to advancing understanding of equity issues and acting strategically to address them. Comfortable engaging in difficult conversations and actions to address inequities.
- **Professionalism:** Builds a positive image of the organization, treating others with respect and maintaining required competencies.

- **Shared Values:** Works in alignment with the organization's vision, mission, and values, abiding by applicable standards of conduct, policies, and procedures.

Experience:

- **Minimum of 5 years of Experience:** Demonstrated experience in social impact, facilitation, coaching large groups, project management, continuous improvement, and nonprofit/business administration. A Bachelor's degree is required.
- **Continuous Improvement Training and Certifications:** Preference given to candidates with continuous improvement training and certifications.
- **Project Execution Experience:** Minimum of 5 years' experience in executing projects, showcasing a track record of successful project completion.
- **Community and Social Sector Experience:** Proven experience working in community and social sector settings, understanding the dynamics and challenges of these environments.
- **Program Management, and Evaluation:** Experience in program management, and/or evaluation, demonstrating the ability to design, implement, and assess programs effectively.
- **Systems Work and Creative Problem Solving:** Preference given to candidates with a background in supporting systems work and creative problem solving, with a focus on addressing complex challenges within communities and organizations.
- **Public Speaking:** Demonstrated ability to communicate effectively to diverse audiences, engaging and informing with clarity and confidence.

Compensation & Benefits:

Salary range: \$68,000 - \$75,000, based on experience.

Benefits:

- Medical, vision and dental coverage.
- Short-term disability coverage.
- Paid time off and holidays.
- Employer 3.0% match for 403b retirement savings plan.

Other Information:

- **Transportation:** This position will require reliable transportation to various locations for meetings, events, and community gatherings. Minimal overnight travel is expected.
- **Working Hours:** Hours are typically Monday to Friday, 9:00 AM to 5:00 PM, with occasional early morning, evening, and weekend expectations. We prioritize collaborative and proactive scheduling to accommodate variations in priorities and flexibility when possible.
- **Diversity and Inclusion:** Building Our Future's employment is sponsored by United Way of Kenosha County. We encourage qualified individuals of all races, ethnicities, sexual orientations, gender identities, and abilities to apply.

To Apply:

Please submit a cover letter and resume to Tatjana Bicanin, Executive Director of Building Our Future, at tbicanin@buildingourfuturekc.org. In your cover letter, please address the following:

- **Interest in the Role:** Share why you are interested in the Director of Strategic Initiatives position and why you believe you are a suitable candidate.
- **Commitment to Building Our Future:** Explain why you want to work for Building Our Future and how your skills and experiences align with our mission and goals.

Additionally, we encourage applicants to provide examples or discuss experiences that demonstrate their ability in strategic planning, project management, and other relevant skills.

Applications submitted by Friday, June 28th will receive priority consideration, and additional applications will be reviewed on a rolling basis.