

Pontiac Collective Impact Partnership

Executive Director Job Profile

We are currently looking for a process visionary who is strategic, passionate, and a selfless leader to serve as Executive Director for this effort and to set strategy, build a team, lead change and build and maintain all key relationships throughout our city. The ED will help drive improvement in the overall quality of life in Pontiac for residents throughout their lifespan while working closely with existing organizations, engaging community experts, and exploring new ways to reach our objectives.

The ED will be the critical leader of the founding management team, serving as the organization's most senior officer. The ED will manage a team, including such roles as a Data Director, Operations Director, Partnership Director, etc. and reports to the Leadership Council/Board of Directors. The Leadership Council/Board of Directors is representative of the residents and community stakeholders, as well as accountable to pursue the desired outcomes decided by the community.

Description of Pontiac's Collective Impact Partnership

Pontiac will be implementing a community strategy first originated in Cincinnati and has spread to 70+ cities across the country. Pontiac will create a partnership of residents, civic leaders, K-12 superintendent, business executives, foundation directors, college presidents, and non-profit executives. The Pontiac Collective Impact Partnership is funded by the Pontiac Funders Collaborative.

The Pontiac Funders Collaborative is currently composed of nine philanthropic foundations that are working in close partnership with local government and nonprofit organizations to support a collective plan to help strengthen Pontiac's ability to thrive. In 2020, the first step taken by the cohort of funders was to launch a collective impact initiative that will ensure a collaborative and community-driven approach to the future. This effort has included the convening of a cross section of 40 leaders from Pontiac for initial feedback and will grow community wide in the years ahead.

The initial set of community leaders are designated as the Pontiac Collective Impact Leadership Group (PCILG). These leaders, working with residents, will establish a shared vision for Pontiac. They are establishing shared goals and outcomes and are beginning to better align their work and resources to these goals and outcomes. Using a data-based, human-centered approach, backbone partners will begin to work differently, and together, to achieve systemic change for every resident of Pontiac.

Responsibilities

Executive Leadership: Provide strong and energetic leadership in both the long-term development and daily activities, representing the organization consistently and conscientiously to external stakeholders from school districts to funders to elected officials. Oversee the work of Pontiac by recruiting and engaging partners, facilitating the work of our partnership and our committees, and providing advice and counsel to the many organizations that support our work

Strategic Planning: Lead the organization's strategic planning activities, including identification of vision, mission, goals, community level outcomes, and priority strategies. Support the planning activities of

community partners aligned prioritized strategy project work; and assist in convening and organizing partners to develop evidence-based, outcomes-focused action plans.

Governance: Cultivate and serve on a Steering Committee that holds Pontiac accountable for a strategic plan, fundraising, and financial management. Build a Leadership Council of key cross-sector leaders with the resources and perspectives to increase the pace of change in Pontiac, MI.

Partnerships: Champion and nurture partnerships with nonprofits, corporations, school districts, universities, funders, volunteers, and other organizations that can advance our community wide goals — including working outside the office to build relationships with these partners.

Data-Driven Decisions: Utilize data to understand complex problems and root causes of problems. Understand the use of data to analyze complex problems from different angles to shed light on new perspectives. Develop strategies to share data with the community and determine new ways to communicate the data. Develop action points based on data.

Human Capital: Design organizational structure based on a 3-year strategy, to be developed. Recruit team members for all positions and manage, coach, and develop key staff members to manage data, communications, and daily operations. Lead staff by creating a collaborative, high achievement, results-oriented culture.

Communication: Oversee efforts to build awareness of and interest in the organization. Serve as a spokesperson in a variety of settings. Establish and maintain an effective system of communication among staff, partners and the community to build and maintain a positive and cohesive effort. Elevate the communication about our partners and share the great work organizations are doing to achieve better results for kids.

Financial Management: Oversee the budgetary process and manage approved budgets, ensuring fiscally sound operations. Analyze spreadsheets and financial reports if needed.

Operational Management: Work with staff to give input on the launch and operation of advisory councils and action networks, with a clear focus on the measurement of outcomes achieved and how favorable initiatives can be scaled.

Fundraising: Oversee development efforts, including managing relationships with existing funders and cultivating new funders, and building a development strategy.

Qualifications

- Undergraduate degree required; advanced degree preferred.
- Ten or more years of experience in increasingly responsible management positions, including leadership experience in coordinating the work of multiple constituencies
- Demonstrated passion for the fostering transformative change and ability to create and communicate a vision
- Entrepreneurial ability to create a structure where ambiguity exists
- Demonstrated success in strategic planning, organizational development, and project and people management
- Ability to recruit and lead a high performing team

- Ability to understand data analytics and demonstrate proven use of data to drive decisions and subsequent actions
- Significant experience in the engagement of diverse community partners
- Invested in making real progress in promoting equity and inclusion in Pontiac
- Experience in fundraising and investor stewardship
- Understanding of financial statements and budgets

APPLY

This position offers a competitive compensation and benefits package. Interested candidates should email a cover letter and resume to **Freyja Harris, Project Director of the Pontiac Funders Collaborative**, fharris@cfsem.org. Please reference Pontiac Collective Impact ED in the subject line of your email.

Letters of interest will be received until **August 24, 2020, or until the position is filled**. We will contact those candidates who most closely match our requirements. We thank you in advance for your interest.

Guiding Principles

The key principles required for this initiative to be successful are as follows:

1. Initiative leadership must have cross-sectoral representation at all levels and, in particular, at the Board level
2. There must be an unwavering commitment to developing reliable, credible and actionable data
3. Data, not ideology, must drive strategies and practices
4. Unwavering commitment to using data to drive action and positive results
5. The initiative will identify and share best practices by effectively engaging community expertise
6. There must be a commitment to complete transparency with the community as well as with the initiative members
7. The initiative must effectively support the collaboration and alignment of community resources
8. The initiative is not expected to act in the capacity of a funder
9. Initiative staff must be independent from any other entity

Measure What Matters

Identify Effective Practices, and

Mobilize Resources to Spread What Works

In order to provide equal employment opportunities to all individuals, employment decisions will be based on merit, qualifications and abilities without regard to race, religion, creed, color, national origin, age, gender, marital status, sexual orientation, gender identity, height, weight, political or union affiliation, disability or any factor prohibited by law.