

## **Site Director-Boston**

### **The Organization**

The Family Independence Initiative is a national organization developing a platform for social and economic mobility, which over this last decade has demonstrated that investing in people's strengths and initiative delivers stronger, more sustainable and cost-effective outcomes for low income families. Our strength-based approach is inspired by the historical successes of low income communities in the U.S. FII has proven that galvanizing social networks in low-income communities, honoring the self-determination of individual families, and leveraging existing capacities results in dramatic community improvement. Our multi-city demonstrations deliver measurable results for families, funders, and policy makers to break the cycle of poverty.

### **The Position**

Under the direction of the CEO, the Boston Site Director will lead and sustain project site; coordinate office systems; serve as a liaison to families and advisory bodies; and supervise staff, fellows and consultants as needed.

### **General Duties:**

#### **Operational**

- Oversee the operation of the project site
- Assist to define any other positions needed. Coordinate hiring process.
- Act as primary Liaison with the Supporters, Policy Makers, etc.
- Coordinate with Vice President and Northern California Director in Oakland on operational matters such as payments to contractors, families, etc.
- Assist in planning, coordinating and facilitation of meetings with supporters as needed.
- Coordinate the work of other consultants, partners or staff hired by the project.
- Supervise FII Liaison, and provide oversight to FII Fellows
- Ensure accounts payables are processed in a timely manner
- Ensure documentation and files are up to date and provided to National Office.

#### **Family and Community**

- Responsible for family growth through recruitment and selection of families
- Develop communication system with families and assure its implementation
- Provide oversight and management for family supported initiatives

- Oversee family group's monthly & quarterly audit meetings with families
- Support FII's documentation projects through reports on family stories and activities relating to social and economic development
- Develop and maintain relationships with individuals and organizations that can provide opportunities for FII families
- Create venues for networking between all FII stakeholders

#### **Fundraising and Partnerships**

- Lead local fundraising efforts to support, sustain and grow the site.
- Maintain relationship and communications with current individual donors, foundations, and partners.
- Identify new donors and foundations to support organizational work.
- Lead site communications with key stakeholders and family partners.
- Work with National VP of Partnerships to identify and engage with new organizational partners (gov't, ngo's, or private).

#### **Tracking and Evaluation**

- Oversee FII Liaison with technology systems to track and analyze family data
- Assist in analysis of the experiences of families to identify policy and practice changes as needed.
- Assist with analysis of the progress/activities of the families and assure the dissemination of all information

#### **Capacities and Qualifications:**

- The candidate for appointment should combine as many as possible of the following characteristics:
- Experience with oversight and management of multiple projects, and tracking and building project budgets.
- Ability to adapt the FII approach and to day-to-day work of site and external partnerships.
- Resourceful person who can work both independently and as a part of a diverse team of staff, board, families, and FII Stakeholders
- Excited and energized by a dynamic and changing environment, and by the chance to learn from others
- Demonstrated ability to organize across diverse communities, and network effectively.
- Ability to communicate effectively with diverse constituents including low-income families, FII staff, board members, and supporters.
- Strong management skills, excellent organizational skills, and meticulous with details.

- Skilled “generalist” capable in analytical work and writing as well as community advocacy and action.
- Highly developed people and communications skills, both oral and written, which are compelling and effective across a broad spectrum of different participant communities and cultures, as well as with funders, policy makers and opinion leaders.
- Demonstrated leadership qualities and managerial skills suited to a very flexible and non-hierarchical internal management culture which not only permits but requires senior staff initiative and creativity.
- A keen intellect coupled with the demonstrated capacity to think strategically over the horizon, to help develop organizational goals and objectives, and to lead an organization or unit to their achievement.
- Deep belief in the capacity of low-income people and families to lead themselves and make the decisions that are best for them.
- Instinctive trust in the innate capabilities of low income families and communities, together with the qualities necessary to earn their trust.
- Technically savvy with strong working knowledge of MS Office, familiarity with Google applications, and fluency with Internet applications.
- Experience working with communities of color is a plus.

### **Compensation**

This is a full-time position with a competitive benefits package, including medical, dental, and vision, 401(k), and vacation. Salary is commensurate with experience.

### **To Apply**

To be considered for this exciting opportunity please submit a resume and cover letter via email, with subject line “Director” to Jesus Gerena: [jesus@fii.org](mailto:jesus@fii.org). Your cover letter should outline how your work history and personal contribution would make a difference for FII.