



Job Title: Director, Change in Mind
Department: Programs and Services
Reports To: Senior Vice President
FLSA Status: Exempt
Grade: 9

The merged Alliance and COA and resulting new organization will convene and catalyze a dynamic, inclusive, multifaceted network of human/social services organizations that leverages the collective experience of the field and research to spark a current in the sector and propel continuous evolution and improvement. We aspire to be unifying and purposeful; an organization that creates intrepid and innovative opportunities to disrupt the status quo and leads to more just and equitable outcomes. We will continue to build on the values-based advocacy work, lifting up the voices of communities and community-based organizations to influence federal policy. With a focus on what is best for all people, we are working to support social service organizations who are doing vital work to serve their communities. We are also deeply committed to improving broader systems, so people have what they need to thrive. This work will build off our network-led policy agenda and policy blueprint.

Summary

This position is responsible for leading the development of the Change in Mind (CiM) Initiative that leverages the latest advances in neurosciences across sectors and at the practice, policy, and systems level. This position is contingent upon grant funding. The Director oversees all operations, including establishing the vision, infrastructure development, and business management. The Director will lead the business planning process, including development, and testing of CiM strategies and products. The Director will also provide training, technical assistance and consultation to organizations, businesses, and governments on the CiM approach. The Director will lead the sales and marketing of the Institute, as needed. Through the CiM program, the organization will continue to innovate, incubate, and build on prior CiM lessons in ways that will advance a culture of health and well-being for all children, adults, families, and communities. The CiM Institute will focus its work in five strategic areas: 1) sustainable business planning; 2) knowledge dissemination, education, and communication; 3) training and technical assistance on the CiM approach; 4) collaborative cross sector learning collaboratives; and 5) transformative research and evaluation.

Essential Duties and Responsibilities including the following. Other duties may be assigned.

This position supports the creation and implementation of non-governmental, human-serving organizations committed to deepening their knowledge of brain science and transforming their capacity to accelerate the integration of science within their organizations, their communities, and the public sector systems intersecting with their work.

Coordination of all program activities, including the following functional responsibilities:

- Undertake start-up activities, including the management of the cohort selection process, including refinement of cohort application criteria, organization of the Site Selection Committee; managing the site selection process.
- Manage the learning process of the Cohort Learning Group by organizing and hosting training meetings, webinars and making available other tools and resources; manage recruitment of peer faculty and instructional leaders.
- Work in partnership with the Evaluation and Research Services to coordinate and monitor evaluation efforts and support the research design.
- Coordinate the work of outside consultants and other departments or divisions of the organization engaged in this project including Marketing & Communications and Finance.
- In partnership with the Department of Evaluation and Research Services, drive knowledge collection and dissemination to inform the broader network and other key stakeholders, including media, policy makers and nonprofit human serving organizations about the tools, processes, and outcomes of integrating brain science in influencing systems that inform the health and wellbeing of children, families, and communities. Dissemination efforts will include publication through print and social media; presentations at conferences and convening's; and capturing and distributing replicable tools.
- Partner with policy and mobilization efforts to accelerate adoption of brain science by informing policy making and broader systems influence.
- Serve as knowledge expert on brain science and its impact on health and wellbeing by informing internal strategy, product & service development, and providing internal and external consultation, publishing original work, and delivering presentations.
- Serve as primary liaison to funders through regular contact, documentation of program milestones, success and lessons learned through regular project reports.
- Ensure proper use of budgeted resources to maximize value for funder, organization, and network.

Development of new innovation models, products, and services

- Identify and monitor trends and business challenges facing the nonprofit human serving sector that might be addressed through program or service innovations.

- In partnership with senior leadership and department of philanthropy and marketing, develop new project, service or product ideas that enable the promotion, adoption, and scaling of promising and effective practices within the network.
- Participate in project development and grant writing or revenue generating processes to fund scaling of promising or effective ideas within the network.

Education and Experience

Master's degree in business, social sciences, social work, public policy, public administration, or related field. 10 years related experience and/or training or equivalent combination of education and/or experience.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. • Strong project management experience with the ability to plan and execute complex projects in a deadline driven environment.

- Experience with budget development and management of expenses.
- Demonstrated grants management experience including grant writing, project execution and reporting.
- Skilled at partnership cultivation and management; highly collaborative with ability to influence and engage coworkers outside of formal levels of authority.
- Demonstrate success in managing the growth of a small to medium size business or business segment.
- Excellent communication skills, including strong writing skills and spoken communication skills; highly skilled public speaker and presenter and effective written communicator for diverse audiences and formats.
- Experience developing informative and engaging learning environments and formats for adult professionals; effective group facilitation skills.
- Content expertise in the areas of social policy, brain science, adverse childhood experiences, behavioral health, human development and wellbeing, social determinants of health, and equity.
- Experience working with diverse partners and sectors, including social and public-sector systems.
- Evaluation knowledge and experience, including the development of theories of change, and performance outputs and outcomes.

Competencies

- Drive for Results: Focuses on executing consistent high-quality results; sets high standards for self; sets up feedback loops and monitors workflow to celebrate success, identifies problems

early and develops solutions; focuses on the priorities; explores work challenges from all sides; works to continually improve operations and processes.

- Collaboration: Seeks and enlists active participation of all internal and external customers in handling opportunities and challenges; builds strong working relationships with all stakeholders; addresses conflict immediately in an open, productive, trusting style; provides ongoing open flow of relevant information to team members and other stakeholders and strives for a balance of working independently and creating opportunity for input and feedback; seeks out and welcomes differences; embraces diversity.
- Learning Agility: Learns quickly from all types of situations and is able to adapt behavior to new situations to improve performance; spends time learning new skills and knowledge; takes risks in applying new ideas/thinking/approaches to opportunities and existing challenges; keeps updated on organizational and industry information/changes; studies and understands organization wide and industry trends and new research; collaborates with manager to create continuous development opportunities; analyzes successes and failures for areas of self-improvement; experiments with creative approaches to new opportunities and managing challenges.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Travel Expectations is expected

Approved By: Human Resources Specialist Approved Date: February 26, 2021