



## Position Description

**Position:** Director of Strategic Initiatives

**Responsibilities:** The Director of Strategic Initiatives, under the supervision of the Chief Executive Officer, leads the organization's efforts in building strategic initiatives that provide members and others in children, youth and family serving organizations with supports, research, learning communities and other initiatives that further the fields of child welfare, behavioral health and education. The Director of Strategic Initiatives oversees the training and technical assistance arm of the Alliance, the Catalyst Center, and is responsible for fund development, budgeting, hiring, and supervising all Catalyst staff and activities.

### *Duties:*

- **Strategic Partnerships and Initiatives**
  - ✓ Design and implement initiatives that meet the strategic goals of the organization, and members' needs.
  - ✓ Engage members in participating in learning communities, research projects, and other initiatives.
  - ✓ Work with the Membership and Outreach Manager and Communications Manager on communicating the Alliance's strategic initiatives, vision, and outcomes to broad audiences.
  - ✓ Build and maintain positive working relationships with representatives of the Administration, state agencies, the Legislature, and other governmental bodies.
  - ✓ Build and maintain positive working partnerships with representatives of advocacy, community, and local network groups with allied interests.
  - ✓ Represent the Alliance in formal and informal child and family-focused advocacy groups.
  - ✓ Work with CEO to partner with foundations, corporations, and donors to support strategic projects.
  
- ✓ **Training and Technical Assistance**
  - ✓ Identify training and technical assistance needs of Alliance members and the broader field.
  - ✓ Co-create, design, and implement webinars, forums, and trainings that support providers, youth and family members
  - ✓ Identify new opportunities for the Catalyst Center to provide training and technical assistance, and actively pursue these opportunities.
  
- **Fund Development**
  - ✓ Outreach to foundations, corporations and other potential funders
  - ✓ Write grant requests, complete activities related to full grant cycle including application, contracts, budgets and grant reports

- ✓ Ensure that Catalyst activities are fully funded
  
- **Policy Development**
  - ✓ Work with policy staff to ensure that Catalyst initiatives align with overall Alliance policy agendas and development.
  - ✓ Develop relationships with legislative staff, and legislators as needed to forward the Alliance's strategic initiatives
  
- **Member Services**
  - ✓ Staff Alliance committees, as assigned.
  - ✓ Respond to member inquiries and support membership engagement activities as needed
  - ✓ Assist in planning and coordinating member conferences and capacity building opportunities.
  - ✓ Represent Alliance at member events.
  
- **Communication**
  - ✓ Assure full communication to members on strategic initiatives and policy development
  - ✓ Write articles for Member Newsletter and Catalyst Newsletter
  - ✓ Speak at membership conferences and other related events as assigned.
  - ✓ Keep CEO completely informed of actions and trends affecting strategic initiatives.
  
- **Miscellaneous**
  - ✓ Participate in short and long term Alliance strategic planning.
  - ✓ Complete time-limited projects as assigned.
  - ✓ Supervise interns or other staff as assigned.
  - ✓ Other duties as assigned.

***Qualifications:***

- **Experience**
  - ✓ At least four years of experience in the field of social work, social policy, or research.
  - ✓ Experience in leading initiatives from design to implementation and evaluation.
  - ✓ Experience in an association or advocacy setting preferred.
  - ✓ Experience in providing training and technical assistance, ideally at a state or national level.
  - ✓ Grant writing and outreach to foundations, corporations, donors.
  
- **Personal Qualifications**
  - ✓ Commitment to diversity, equity and inclusion

- ✓ Highly organized, self-motivated and able to work independently.
  - ✓ Team player who enjoys working collaboratively with other Alliance and Catalyst staff, representatives of other advocacy groups, and members of the Legislature and staff.
  - ✓ “Quick study”, with demonstrated capacity to absorb complex issues, organize effective strategy and effectively carry the strategy to completion.
  - ✓ Willing and able to work with multiple member committees to effect policy change through governmental processes.
  - ✓ Personable and engaging, responsive to member inquiries and concerns.
  - ✓ Good writing skills with demonstrated experience conveying key messages clearly, timely and succinctly.
- **Education**
    - ✓ Bachelor degree required.
    - ✓ Advanced degree in social work, public policy, public health, or similar field preferred.