

DIRECTOR

Atlanta Civic Site

Location: Atlanta, GA

Group: Center for Civic Sites and Community Change

Unit: Atlanta Civic Site

POSITION SUMMARY

The director of the Center for Civic Sites and Community Change, Atlanta Civic Site, will lead the Foundation's investments and efforts in Atlanta. Specifically, the director will lead strategy development and implementation of the Foundation's Atlanta Civic Site portfolio, as well as its youth and young adult initiative in Atlanta, in partnership with colleagues across the Foundation. The role requires expertise in ensuring philanthropic resources are well allocated and managed; deep knowledge of the landscape of private and public institutions in Atlanta; strong professional relationships across this landscape; a commitment to racial and ethnic equity and inclusion; and a passion for improving the lives of Atlanta children and families.

This position reports to the vice president of the Foundation's Center for Civic Sites and Community Change and has supervisory responsibilities for senior associates, program associates, program assistants, administrative assistants and interns.

RESPONSIBILITIES

- Design and manage an integrated and unified approach to the Foundation's various efforts in Atlanta.
- Support the Foundation's work to transform a 15-acre, former brownfield site into a thriving location that catalyzes living-wage employment and entrepreneurship opportunities for residents; collaborate with partners to fully lease the Nia Building, manage a Container Courtyard, and develop five additional parcels to support job creation and amenities for residents.
- Oversee community-based and citywide education, neighborhood transformation, and economic opportunity strategies.
- Collaborate with other Foundation units on other current and developing education, economic opportunity, family well-being, justice prevention, leadership development and impact investments in Atlanta.
- Work with state and city leaders and strategic partners — including the Atlanta funding community, nonprofit leaders and government partners — to help advance promising citywide interests that support Foundation priorities.
- Manage the execution and alignment of grants and serve as liaison with grantees.

- Stay current on best practices, innovations and the state of the field to inform Atlanta investments and priorities.
- Help advance the Foundation's community change agenda through lessons learned from its community-based work.
- Work closely with the Foundation's Policy Reform and Advocacy team on policy reform efforts in Atlanta.

LEADERSHIP/MANAGEMENT RESPONSIBILITIES

- Serve as strategic advisor to the president and the vice president of the Center for Civic Sites and Community Change on Foundation investments and high-profile city issues.
- Manage and build strong working relationships with direct reports and all members of the Center for Civic Sites and Community Change team; and ensure staff accountability. Supervise, coach and promote the professional development for all direct reports. Partner with Human Resources to implement development plans for staff to build competencies.
- Ensure that individual goals and objectives are created for staff members and reviewed regularly to promote Foundation-wide equitable supervision, support and accountability.
- Present and represent the Foundation's vision, values, priorities, strategic choices and point of view to internal and external partners.
- Provide informed input about key Foundation-wide challenges, directions and decisions.
- Serve as a critical communication link between the president, vice president and the civic site team so that staff feel a sense of belonging within the Foundation.
- Emphasize the importance of:
 - a results-based orientation in all aspects of work;
 - annual and long-term planning and budgeting;
 - strong and effective grantee relations and staff relationships; and
 - annual performance targets, program/operational goals and indicators to measure progress toward meeting those goals
- Promote integration through joint planning, coordination and a commitment to keeping team members fully informed and including others in the work.
- Demonstrate responsible fiduciary and fiscal decision-making.
- Support the Foundation's Senior Leadership Team and Committee of Directors.

- Exhibit sensitivity to and respect for diversity in personal, professional and business relationships on behalf of the Foundation.
- Seek to use the Foundation's resources in an equitable manner with regard to race, ethnicity and gender.
- Demonstrate awareness of and appreciation for the Foundation's mission, values, standards, principles and programs, drawing on Casey's knowledge management system, intranet, website, staff development sessions and other learning opportunities.

The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

QUALIFICATIONS

- Bachelor's degree (graduate degree in a related field preferred), or the equivalent combination of education and experience.
- Minimum of 10 years' increasingly responsible professional and managerial experience, including a track record of success in many of these key areas of expertise: education, workforce development, community and economic development, real estate finance, project development, social services and results-based leadership.
- Demonstrated commitment to child and family well-being as a critical element of community development.
- Experience building collaborative relationships, engaging internal and external partners and program development.
- Experience with federal, state and local funding streams and budgeting processes, with a preference for experience in education and workforce development systems.
- Experience in leading successful public system change or reform, with preference for change or reform efforts that involved multiple public systems.
- Demonstrated track record for engaging a diverse range of staff and partners, building trust and creating shared goals and priorities.
- Demonstrated capacity to work effectively with elected officials, public and private economic development groups, policymakers, community representatives and philanthropic peers.
- Experience with implementing evidence-based practices or programs, especially in relation to public systems.
- Experience leading philanthropic place-based work or work with a geographic focus is a plus.

- Experience using various forms of philanthropic capital is a plus.

ESSENTIAL SKILLS AND ABILITIES

- **Leadership:** Is persuasive and convincing, fair and impartial; sets high standards; establishes a clear focus and direction; implements company policies; tackles tough issues. Provides effective leadership and maintains an effective position of authority. Creates and maintains a team environment among staff that promotes quality work, service, and well-being. Understands how to motivate individuals, making use of their strengths and interests. Commitment to a service concept of philanthropy and to the public trust it involves.
- **Strategic Thinking/Agility:** Demonstrated ability to think organizationally and to manage the mobilization and deployment of staff as well as financial and political resources to solve complex problems. Commitment to organizational capacity building with an understanding of the long-term, intensive and expansive nature of the work. A results-based leadership orientation and commitment to achieving results.
- **Equity and Inclusion:** Demonstrated ability to lead efforts to build equity into solutions and organizations. Ability to work with people with diverse perspectives and backgrounds to facilitate the strengthening of relationships to pursue shared interests. A commitment to racial and ethnic equity and to reducing racial and ethnic disparities.
- **Planning/Organizing:** Strong administrative and organizational skills to implement and oversee complex multisite projects. Demonstrated ability to multitask and deliver quality work on time.
- **Decision-making:** Makes evidence-based decisions. Possesses the ability to demonstrate strategic decision-making through clear articulation of priorities and their place in the Foundation's strategy.
- **Analytical/Assessment/Statistical Skills:** Strong analytical and critical thinking skills. Uses data in assessing, analyzing, maintaining and disseminating data and information that can sustain the multifaceted work of complicated initiatives, as well as the activities of individual grantees and sites.
- **Communication:** Exceptional writing, public speaking and presentation skills, including experience presenting complex subject matter to nonexpert audiences and high-level decision makers in a strengths-based and positive manner. Is a good listener.
- **Negotiation:** Can negotiate skillfully in tough situations with both internal and external groups; can win concessions without damaging relationships; can be both direct and forceful as well as diplomatic; gains trust quickly of other parties to the negotiations; has a good sense of timing.
- **Interpersonal Skills:** Demonstrated ability to build and maintain relationships in the field and to engage co-investors. Flexible and open-minded; receptive to feedback; motivates staff for the purpose of achieving program and organizational goals.

- **Building Relationships:** Develops, creates, and sustains professional relationships with internal and external parties; networks with peers and associates to build constructive and supportive relationships; understands the importance of building strong relationships.
- **Collaborative:** Proven ability to work effectively, both internally and externally and as part of a diverse interdisciplinary team. Willingness and aptitude to work effectively in an environment of collective decision making and cross-disciplinary cooperation.
- **People Management:** Ensure that the individual goals and objectives of those supervised are created and reviewed regularly to promote Foundation-wide equitable supervision, support and accountability. Supervise, coach, motivate and promote the professional development of all direct reports in a positive, strengths-based way. Be fair and balanced with staff members, building on their strengths while focusing on developing team members, where there is need, in a culturally and emotionally competent way. Provides the information people need to know to do their jobs; is timely with information. Treats direct reports equitably; acts fairly; has candid discussions; does not give preferential treatment. Creates a climate in which people want to do their best.
- **Delegation:** Clearly and comfortably delegates both routine and important tasks and decisions; broadly shares both responsibility and accountability; tends to trust people to perform; lets direct reports and others finish their own work.

TOOLS AND EQUIPMENT USED

Telephone, copiers, computer with Microsoft Office applications (i.e., Outlook, Word, Excel, PowerPoint, Access)

PHYSICAL DEMANDS/WORKPLACE ENVIRONMENT

The work is performed primarily in an office setting, with some overnight travel required.

COMPENSATION

This is an exempt position, meaning pay is on a salaried rather than hourly or daily basis.