

Building Blocks for Kids Richmond Collaborative

Job Announcement

Executive Director, Building Blocks for Kids

Richmond, CA

BACKGROUND

Founded in 2005, Building Blocks for Kids Richmond (BBK), a project of Tides Center, is a community of social innovators working to support primarily African American and Latino families in Central Richmond. We began as a collaborative, organizing and coordinating among service providers to ensure their responsiveness to Central Richmond families; we have since evolved a strategy that supports families to use their voices and experiences to directly inform the systems with which they interact. To achieve our goals, BBK works closely with a diverse and dynamic group of Richmond residents, service providers and policy makers.

Richmond, California spans 32 miles of shoreline along the San Francisco Bay, with stellar views of the Golden Gate Bridge, San Francisco, and Marin. It boasts a diverse population, and easy access to areas across the Bay area. Though poverty and crime have long gripped much of the city, Richmond is also home to nation leading progressive politics, a flourishing arts community, residents who actively work to create positive change in their community and sustain a vibrant village where people talk and come together. The people of Richmond care deeply about their community and the wellbeing of all children. It is a City with a strong and important cultural past and promising future.

BBK provides effective supportive services and invests in individual transformation to promote thriving families and community change. BBK's philosophy rests on the belief that the wellbeing of a community requires the feeding and nurturing of each community member's mind, body and soul. BBK's main projects strive to improve education, health and wellness and digital technology access and skills in Central Richmond. Recent achievements include: partnering with Richmond residents to connect 1,200 families to a network of critical health and mental health information and services; providing leadership training to over 200 residents who, in turn, changed local education, health and safety policies; supporting over 100 youth to become community leaders and innovators in STEM fields through opportunities in computer science and technology; and equipping 1,000 households with free computers and low-cost Internet.

BBK's 20 employees are a majority women of color who have deep roots in Richmond. Our organizational culture is loving, compassionate, curious and innovative, a reflection of BBK's values, which we strive to manifest in all of our policies, practices and programs. To that end, we intentionally invest in our staff's professional development and well-being.

With an annual organizational budget of approximately \$850,000, a highly committed Steering Committee and a talented staff, BBK is poised for bold growth to increase its impact. For more organizational information, please visit bbk-richmond.org.

POSITION OVERVIEW

BBK seeks a dynamic and strategic leader with a deep commitment to creating and sustaining thriving communities, a penchant for community-informed action and a demonstrated ability to achieve lasting, positive impact across diverse communities. Reporting to the Steering Committee, the ED will lead BBK with a future-focused approach that supports growth and development balanced by a commitment to organizational accountability to the Richmond community. The ED will work with the Steering Committee and staff to drive the long-term strategy for the organization and achieve bold goals related to resource development, local and regional impact and partnership building with external constituents including government, community and philanthropy. The ED serves as BBK's public face, representing the organization's mission and programs, succinctly and eloquently articulating BBK's brand, and building awareness of BBK's valuable role and positive impacts in Richmond. The ED directly supervises five (5) senior staff and recruits and supports members of the BBK Steering Committee (currently four (4) members).

KEY RESPONSIBILITIES

Fundraising and Communications (50%)

- Position BBK for long-term financial sustainability and growth by cultivating and securing diversified funding sources that include foundations, government, corporations and individuals.
- Recruit and manage Steering Committee members to provide fundraising support, strategic guidance, contacts and increased visibility.
- Oversee development of successful funding proposals, reports and donor communications.
- Develop and implement a communications strategy to inform, widen and diversify BBK's supporters.
- Serve as the public face of BBK in the community, at conferences and other venues to increase BBK's visibility.

Management and Operations (30%)

- Foster a work environment that aligns with BBK's mission and values, and emphasizes a culture of engagement and inclusion.
- Supervise staff, interns and volunteers, monitoring performance, goals and accountability and actively promote employees' growth and development.
- Provide fiscal oversight for BBK, including developing and implementing budgets and managing and reporting assets, revenue and expenditures.
- Maintain a strong working relationship with BBK's fiscal sponsor (Tides Center), meeting their project requirements and taking advantage of their expertise and support.

Program Oversight and Partnerships (20%)

- Expand and sustain high-quality programming and outcomes for all BBK projects.
- Support evaluation efforts to continually improve program outcomes using data and ongoing feedback.
- Develop and manage strategic partnerships with diverse constituencies, including: individual schools, the WWCUSD, nonprofit agencies, city and county staff, policymakers, businesses, universities and others.
- Identify and seize opportunities that arise, and effectively address both anticipated and unforeseen challenges.

QUALIFICATIONS

- Bachelor's degree and a minimum of four (4) years' experience demonstrated success in nonprofit, government or social enterprise senior leadership. Three (3) additional years of experience may substitute for the education requirement.
- Proven ability to: develop and implement a fundraising plan; develop, cultivate and maintain donor relationships; and enlist staff and partners to successfully achieve development goals.
- Demonstrated ability to recruit, retain and motivate staff, volunteers, donors and partners.
- Ability to successfully build and supervise a high-impact team in a transparent and mutually respectful environment to deliver outstanding results.
- Superior convening power and relationship-building skills, including a demonstrated track record of building effective partnerships with a diverse range of stakeholders.
- Strong track record of successful financial management (nonprofit financial management experience a plus).
- Excellent organizational and time-management skills and strong attention to detail. Proven record of follow-through on tasks.
- Outstanding communication skills, both written and verbal, including the ability to represent BBK in an authentic, inspiring manner to diverse audiences and in one-on-ones.
- Exceptional active listening skills; consistently able to demonstrate respect for others and to gain their respect.
- Comfort with proactively seeking and incorporating feedback (open and positive).
- Flexible with impeccable integrity and credibility.
- Passion for BBK's mission and values, including a commitment to creating thriving communities through resident-informed action, loving engagement and community healing.
- Experience working effectively in a diverse and vibrant community such as Richmond.
- An in-depth knowledge of Microsoft Office and web-based communication and storage tools (e.g., Facebook, LinkedIn, Dropbox, Google Docs).
- Must possess a valid Driver's License with clean DMV record, proof of insurance and reliable transportation.

- Established connection(s) to the Richmond community a plus.
- Knowledge of how to navigate school, city and county systems a plus.
- Fluency in Spanish is a plus.

SALARY/BENEFITS

This is a full-time position based at BBK's spacious, light-filled office in Richmond, CA. The salary range is \$90,000 - \$96,000, with generous health, vacation, retirement and other benefits.

TO APPLY

Please submit your resume and a cover letter that describes your commitment to BBK's mission and how your experience fits the qualifications of the position to employ@bbk-richmond.org with the subject "BBK Executive Director".

BBK Collaborative, a project of Tides Center, is an "at-will" and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application