



## Position Description

### Executive Vice President, Cross-System Consulting

#### The Forum for Youth Investment

**FULL TITLE:** Executive Vice President, Cross-System Consulting

**SUPERVISOR:** President & CEO

**PURPOSE:** The Executive Vice President, Cross-System Consulting leads cross-sector, cross-system coalition-building with and strategic consultation to state and local jurisdictions for the Forum for Youth Investment, whose mission is to change the odds that all children and youth are ready for college, work, and life. The person taking on this position will be a keen strategist and skilled tactician with a deep commitment to racial and social equity and expertise in providing consultation to state and local leaders across sectors (e.g., non-profit, philanthropic, public, and private) and systems (e.g., education, youth workforce development, human services, child welfare, and juvenile justice) as they work together to improve outcomes for youth through data analyses, problem identification, systems change reforms, strategy development and implementation, and new initiative thrusts or pivots. The EVP will be a trusted advisor as they represent the voice of cross-sector, cross-system consultation to the leadership team, including the CEO and Board. They will partner with all unit EVPs to ensure that the clients' needs are met, leveraging all organizational capabilities and value offerings delivered by the Forum's policy and youth program quality improvement units. At the same time, the EVP will roll up their sleeves and handle the day-to-day – from client services to resource development to national partnerships to content development for convenings to tailored state and local consultation to writing about field insights and recommendations for scalability – and strive to achieve maximum results.

## Organization & Background

Founded in 1998, the **Forum for Youth Investment** is a national nonprofit, nonpartisan “action tank” committed to changing the odds that all children and youth are ready for college, work, and life. The Forum connects leaders to ideas, services and networks that can help them make more intentional

decisions that are good for young people, even in the face of limited resources. It helps leaders who are trying to improve & align policies, plan & partner for impact, and/or strengthen programs & adult practice across all the systems and settings where young people spend time. The Forum is currently working to more clearly define and live into our commitment to be an anti-racist organization and focus on dismantling structural racism in youth-serving systems.

The Forum is a thriving organization with a budget of \$11 million, a staff of 50, and headquarters in Washington, DC. The Forum overall is funded by a mix of foundations, corporations, and a fee-for-service contract base. For more information on the Forum, please visit [www.forumfyi.org](http://www.forumfyi.org).

### **Position Responsibilities**

First, provide strategic counsel to the President & CEO and the executive team to strengthen the Forum's core competency of providing strategic consultation to state and local leaders who seek to work across sectors and systems to build more equitable learning and development ecosystems for children and youth. Second, build and lead a diverse internal staff team to deliver high-impact consultation and related services that respond to the shifting needs of the field and advance the organization's strategic priorities. Third, develop strong working relationships and processes to enable the full breadth of the Forum's organizational assets and expertise to be brought to bear in support of state and local jurisdictions. Fourth, provide thought leadership to the organization and field to position the Forum at the leading edge of cross-sector, cross-system efforts that change the odds that all young people are ready for college, work, and life.

Specific responsibilities include but are not limited to the following:

#### **Cross-System Strategic Consulting**

- Oversee the Forum's consultation unit to provide state and local leaders working across sectors and systems with solutions and integrated consultations across education, youth workforce development, human services, child welfare, and juvenile justice.
- Partner with all unit EVPs to ensure that the clients' needs are met, leveraging all organizational capabilities and value offerings delivered by the Forum's policy and youth program quality improvement units.
- Build internal capacity to design and carry out consulting engagements, developing staffing and business models.

- Oversee external consultants to provide superior service to the field.

### **Strategic Planning**

- Develop strategic vision, goals, and measurement approach for the Forum's work with state and local cross-sector, cross-system coalitions.
- Develop short- and long-term strategic plans in support of achieving coalitions' goals.
- Identify opportunities where communications can help advance strategies, address issues, or strengthen alignment to achieve coalitions' goals.
- Develop and enhance cross-sector, cross-system coalition metrics to measure effectiveness, progress, and impact.

### **Knowledge Management and Implementation**

- Serve as a technical expert and resource to the Forum's executive leadership team.
- Develop and disseminate field products to provide insights from the field, including responding to new, emergent field contexts and environments, challenges, needs, lessons learned from implemented approaches, and recommendations for scalability, improvement, or innovations.

### **Department Leadership**

- Manage the cross-system consultation unit's functions, including but not limited to:
  - Leadership and talent management. Build, lead, and support a committed team with common drive and sense of purpose to maximize unit performance. Develop and maintain clear leadership structures, decision-making processes, and staff supports and protocols across unit. Strengthen unit's culture, climate, and efficiency.
  - Performance management. Assess the unit's structure, staff, systems, and functions to ensure organizational targets are met. Make changes where necessary to ensure that programs and operations maximize business productivity. Measure efficacy of service delivery and products with a clear sense of metrics. Define unit and staff goals and performance expectations that align with the organization's strategic plan, providing guidance and conducting regular performance evaluations.
  - Resource development. Help secure enterprise-wide funding, including both philanthropic grants and fee-for-service contracts.
  - Financial management. Maintain bottom-line responsibility for the unit's financial performance. Manage annual budget. Demonstrate mastery of and oversee unit

revenue flow (seasons and cycles); grant and contract budget development; budget forecasts, and expenses.

- Establish new business processes, goals, and objectives; initiate new value offerings/market outreach; and/or revise and improve current activities.

## Performance/Character Requirements

We are looking for a leader with experience building exceptional staff teams that drive growth. In this role you will create a unit roadmap in partnership with the executive team and other unit leaders. Then it's time to get results through exceptional implementation of the plan with the help of the team you lead. Characteristics of successful candidates include:

- **Manages Self** – You ask for feedback on impact of your behavior on others. You identify and follows through on actions in response to constructive feedback. You honestly assess your own strengths and know what weaknesses need support.
- **Leads Courageously** – You act courageously to make changes that will improve the organization. You consistently drive to successful outcomes and stay composed and positive in challenging situations.
- **Communicates Effectively** – You communicate (both in writing and verbally) clearly, succinctly, and in a timely manner. You provide information people need to know to do their jobs, make accurate decisions, and to feel part of a team. You are able to engage an audience and achieve the desired effect in a variety of formal presentation settings.
- **Builds High-Performing Teams/Develops Others** – You form and lead teams capable of getting results. You create a learning environment of creativity and engagement. You can effectively raise and resolve conflict with the team. You provide frequent and timely developmental feedback to others and construct compelling developmental plans. You take personal responsibility for mentoring high-potential employees.
- **Makes Quality Decisions** – You clearly state where you stand on issues, even if it is unpopular. You seek input from appropriate parties before making decisions, and still make timely decisions.
- **Demonstrates Strategic Agility** – You anticipate future consequences and trends accurately. You're able to align your goals to the overall organizational strategy. You can create breakthrough strategies and plans.
- **Demonstrates Business Acumen** – You understand and create opportunities to cultivate and support exceptional partnerships. You are able to make the case for decisions and initiatives. You adapt strategies and tactics to create a success defined by metrics.
- **Influences and Negotiates** – You influence others by building coalitions or alliances among diverse groups. You effectively adapt influence strategies depending upon the situation. You're skillful at removing barriers that get in the way of effective collaboration among groups.
- **Manages Vision and Purpose** – You inspire commitment to a compelling vision and shared values. You create a climate in which people want to do their best. You're able to champion change and lead the organization through a transition.
- **Thinks Strategically, Executes Skillfully** – You can see the forest through the trees and know how to craft strategic short and long-term programs that are aligned with organizational goals. At the same time, you can't wait to roll-up your sleeves and get the work done.

- **Is Goal Oriented** – We want someone who is a doer, with doggedness, a determination and commitment to reach a goal, and a strong bias toward action. You always find a way to make it happen.
- **Demonstrates Creativity** – While there are tried-and-true tactics in your toolbox, you explore new ways of thinking and continually strive to create best-in-class programs that move your organization and field forward.
- **Handles Ambiguity** – You can effectively cope with change and lead others through it.
- **Communicates Assertively** – As a senior-level communicator, you express opinions directly, confidently, and accurately. You can also be very persuasive and influence the way others think, feel, or behave.
- **Collaborates & Values Relationships** – You can quickly gain the respect and trust of your direct reports, peers, and leadership team. You understand the importance of listening, asking probing questions, and allowing others to be heard.
- **Takes Risk** – The entrepreneurial spirit shines through in your willingness to experiment with new approaches and act even though the outcome is uncertain.
- **Models Diplomacy** – You have worked in diverse settings and understand the cultural sensitivities of doing business with partners and clients around the country. You are tactful in dealing with diverse people or situations.
- **Exhibits Professional Acumen** – You demonstrate confidence, experience, and poise under pressure.

### Qualifications

- Bachelor's degree in related field, such as public administration, youth development, education, or social work; advanced degree preferred.
- 15+ years' experience in providing consultation to state and local systems leaders, including across at least two systems, including P-12 education, youth workforce development, human services, child welfare, or juvenile justice.
- 10+ years management experience; executive leadership experience preferred.
- Proven track record in leading youth systems reforms that yield measurable results for children and youth.
- Experience evaluating and analyzing state and local systems change, reforms, and program integration efforts in education, workforce development, and/or youth services in order to advise state and local leaders in their decision making, implementation and improvement of initiatives that are designed to advance equitable youth outcomes.
- Experience collaborating with government entities at the local and state level to provide leadership and technical expertise that will advance national priorities.
- Proven experience providing strategic counsel and guidance to executive leadership team members.
- Solid judgment / temperament in dealing with confidential and sensitive information and issues.
- Willingness to travel, as needed.

### Working Environment

Flexibility is required to adapt to the dynamic work environment of a non-profit “action tank” that has national clients and exposure. The climate is informal but mission-driven. Excellence is valued in every position. The Executive Vice President for Cross-System Consulting will be based in the Forum’s Washington, DC office.

## Position & Compensation

The salary range, duties and responsibilities of this position meet the requirements of Section 13 (a) (1) of the Fair Labor Standards Act and therefore qualifies as an "exempt" position. The starting salary for this executive-level leadership position is targeted between \$150K and \$175k, dependent upon experience and qualifications, with a comprehensive benefits package. Please send resume and cover letter with salary requirements to: [jobs@forumfyi.org](mailto:jobs@forumfyi.org). Applications will be reviewed on a rolling basis. If your application is selected for an interview, you will be contacted directly. No telephone calls or inquiry emails, please.

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*The Forum for Youth Investment is committed to creating a diverse work environment and is proud to be an Equal Opportunity Employer and drug-free workplace, and to comply with ADA regulations as applicable. All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, severe/morbid obesity, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. We encourage individuals of all backgrounds to apply. If you are a qualified candidate with a disability, please email us at [jobs@forumfyi.org](mailto:jobs@forumfyi.org) if you require a reasonable accommodation to complete your application.*