



Position Description

POSITION: Director, Cross-Systems Consulting

SUPERVISOR: Executive Vice President, Cross-Systems Consulting

PURPOSE: The Director, Cross-Systems Consulting, will work closely with the Executive Vice President as a key thought and strategic partner, with responsibility for executing strategies that support cross-sector, cross system coalition-building with, and strategic consultation to, state and local jurisdictions. This person will have extensive experience facilitating consulting engagements focusing on integrated solutions across youth-serving 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, and strategy development and implementation. The person taking on this position will also be a keen strategist and skilled tactician with a deep commitment to racial and social equity. Additionally, the Director will roll up their sleeves to handle a range of day-to-day activities that support staff, leaders, and the organization to thrive.

SALARY:

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 remote position is targeted between \$65,000-\$108,000 based upon knowledge, skills, experience, and geographic location, with a comprehensive benefits package.

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 a thriving organization with a budget of \$11 million, a staff of 50, and headquarters in Washington, DC. The Forum is working to advance racial equity in youth serving systems, bridging

that work with our internal Diversity, Equity, and Inclusion initiatives. 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.

Position Responsibilities

The Director will be responsible for implementing strategies that support the core functions of the Cross-Systems Consulting Unit: Cross-Systems Strategic Consulting, Strategic Planning, and Knowledge Management and Implementation.

Specific responsibilities include but are not limited to the following:

Cross-System Strategic Consulting

- Design and carry out consulting engagements, to include business models that reflect the appropriate staffing and/or consultants needed to successfully carry out the work.
- Provide day-to-day planning and management support for a portfolio of projects that focus on integrated consultations across education, youth workforce development, human services, child welfare, and juvenile justice; services rendered may include but are not limited to coaching, goal setting, fiscal and landscape mapping, leadership/governance capacity auditing, needs assessment, and community/stakeholder engagement.
- Support client prospecting and intake to include activities such as attending relevant networking events, conducting exploratory calls/meetings with interested clients and partners, and designing scopes of work.
- Collaborate with directors from the Forum's Policy and Youth Program Quality units to identify and maximize opportunities to leverage organizational capabilities and value offerings.

Strategic Planning

- As part of consulting engagement or as a distinct opportunity, partner with state and local cross-sector, cross-system coalitions to develop short- and long-term strategic plans to support collective goals.
- Leverage expertise of the Forum's Youth Program Quality unit to create metrics for effectiveness, progress, and impact, to enhance cross-sector, cross-system coalitions.
- Provide thought leadership/assistance as needed to help partners build capacity to carry out implementation plans, including identifying communication structures to help advance strategies, address issues, or strengthen alignment to achieve coalitions' goals.

Knowledge Management and Implementation

- Under the direction of the EVP, develop and disseminate field products to provide insights from the field, including lessons learned from implemented approaches, and recommendations for scalability, improvement, or innovations.
- Engage in a culture of continuous improvement, designing and implementing evaluations from our consulting work to both improve services as well as to garner lessons learned that can be shared across the unit, organization, and field.
- Stay current on research and practice trends related to thriving youth ecosystems to support the Cross-Systems Consulting unit's ability to offer practical, useful, and research-based strategies to the field.
- With other leaders and staff across the organization, represent the Forum at conferences and other public events. Disseminate key ideas and innovations via presentations, publications, and other channels.

Leadership

- Collaborate effectively with other units and organizational functions, including the Office of the CEO, Policy, Youth Program Quality, and Internal Services and Administration.
- Contribute to unit and organization-wide priorities and special projects as appropriate.
- Manage consultant contracts within assigned portfolios to ensure services are delivered as agreed upon and within scope.
- Manage resources within assigned portfolios to ensure projects are completed within budget.
- Assume responsibility for other projects and new assignments related to the scope of this role.

Performance/Character Requirements

We are looking for colleagues eager to be on a career path that involves continuous learning and growth. Team members across all levels of the Forum engage with one another and foster the development of others to achieve a high level of competency in these characteristics and leadership qualities:

- **Manages Self** – You ask for feedback on impact of your behavior on others. You identify and follow 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 peers, colleagues, 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 teams 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
- 8+ years' experience in providing consultation to state and local systems leaders, across at least two systems, including P-12 education, youth workforce development, human services, child welfare, or juvenile justice
- 5+ years management experience; senior 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
- 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 during a key inflection point in the organization’s development. Ability to lead and advise on change management initiatives is essential. The Director is a remote position given the need to carry out consulting engagements with state and local partners. Occasional travel is expected for in-person team meetings and client/partner meetings (estimated 10-20% time).

This is not an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require different tasks. This description does not constitute a contract of employment and The Forum may exercise its employment-at-will rights at any time.

How to Apply

Please send resume and cover letter with salary requirements to: 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 if you require a reasonable accommodation to complete your application.