Vice President, Boys and Young Men of Color

Department/Program: Boys and Young Men of Color

Reports To: Senior Vice President Programs

Revised: June 2020
FLSA Status: Exempt

Job Summary:
The Vice President, Boys and Young Men of Color (BYMOC), is the primary advocate and ambassador and ensures the vision and goals of Brotherhood Crusade’s BYMOC Program are effectively implemented. This individual must have an understanding of all products, services, workplans and metrics of the organization and will reach and exceed established goals while abiding by organization policies and procedures operating with candor, transparency, clear communication and the highest ethical standards. Serving as a team player working collaboratively with all Brotherhood Crusade employees, this individual will proactively seek opportunities for internal integration of work across functions and departments to make connections and leverage the strengths and efforts of Brotherhood Crusade in order to maximize the impact of BYMOC.

Supervisory Responsibilities:
• This position supervises the Boys and Young Men of Color team

Duties/Responsibilities:
• **Strategy Development, Project Design, Management and Curriculum Development Oversight:** In consultation with the Senior Vice President of Programs, other internal and external stakeholders designs, develops, refines and implements the goals, objectives, activities and strategy for the Boys and Young Men of Color work. Monitors progress and activities of Brotherhood Crusade, develops an evaluation framework and manages project consultants and staff. Develops and oversees timeline including community meetings, meetings with all partners, including Los Angeles County Probation and Los Angeles Unified School District among others. Consults and collaborates with internal and external partners to achieve Boys and Young Men of Color goals and assumes primary responsibility for communicating progress and results to internal and external audiences
• **Portfolio Management:** Ensures that Brotherhood Crusade’s grants are invested in grantees and communities to achieve common outcomes and maximum impact. Conducts due diligence including review and analysis of grant proposals, written materials, financial information, site visits and interviews with other funders and relevant agencies. Monitors grant investments, produces grant agreements, reviews progress reports and payment requests, and maintains ongoing communications with grantees. Works with staff to strengthen their organization capacity to adapt to changes in the nonprofit environment, including their ability to report results by using effective outcome measures. Prepares and presents written and oral analyses of grant requests, drafts issues briefs and prepares portfolio reports for Brotherhood Crusade staff, executive management committees, Boys and Young Men of Color advisory task forces and/or donors
• **Community Engagement and Partner Relations:** Works directly with foundation partners, consultants, and various constituency groups, including community-based service providers, policy and advocacy organizations, city staff and agencies, local and state-level elected and

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appointed officials and business leaders. Represents Brotherhood Crusade on relevant committees, commissions, task forces and special events.

- **Communications:** Communicates with foundation partners, constituency and stakeholder groups to provide information about the initiative’s priorities, activities and progress. Responds to external requests for information. Works in partnership with Brotherhood Crusade’s Marketing and Communications staff to produce relevant materials for distribution to key stakeholders. Manages key activities including organizing and speaking at outreach meetings, and preparing written materials for the Brotherhood Crusade’s Executive management, Boys and Young Men of Color staff and consultants, resident groups and other partners and audiences

- **Project Management, Delegation and Supervision:** In collaboration with department supervisors and other staff, delegates projects to and assists in the supervision of field partners’ work in an efficient and effectively planned manner. Ensures that Brotherhood Crusade databases are accurate, updated in a timely manner and are effectively utilized. Manages workload to ensure sufficient time is allotted to knowledge acquisition and to achieve mastery of department processes and technology

- **Internal Integration of Work:** Identifies opportunities for and integrates the functions and skills of civic engagement, marketing and communications and development and donor relations into their grantmaking to increase focus on systemic change. Engages with internal and external resources to secure necessary competencies. Collaborates across Brotherhood Crusade’s programs and functions and embraces cross-program initiatives and systems change pursuits. Supports Brotherhood Crusade’s vision of functioning as an integrated non-profit where all staff supports our various functions as communicators, fundraisers and grantmakers

- **Meet key stakeholders; create and distribute publicity materials; deliver presentations; follow-up with stakeholders; distribute, train on, and collect referrals**

- **Assimilate, review and correct data, as appropriate; present data results to key stakeholders**

- **Advocate for the youth and ensure their receipt of culturally- and age-appropriate trauma-informed youth development services for themselves and their families**

- **Provide quality assurance and review of the BYMOC files and ensure that they are complete. Complete monthly audits of files. Ensure that BYMOC staff prepare and collect daily session summary sheets, weekly summary sheets, and monthly summary sheets**

- **Supports Brotherhood Crusade’s participation at Brothers, Sons and Selves Coalition (BSS)**

- **Ensure that BYMOC staff maintain and update, as necessary, youth development plans. Prepare program schedules and report all activity in a timely manner**

- **Conduct periodic classroom visits and audits during regular school day as part of the quality assurance process and hold each other (parent/guardian, youth, Brotherhood Crusade Staff) accountable for plan deliverables**

- **Ensure appropriate data is collected, tracked and acted on as appropriate (e.g. incident reports, academic results, progress reports and surveys)**

- **Ensure the safety of the youth at all times. Understand and comply with all of Brotherhood Crusade’s childcare policies**

- **Perform other related work as required**

**Required Skills/Abilities:**

- Self-starter, organized and detail-oriented
- Ability to work effectively as a team member
- Ability to communicate openly and effectively with all staff

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• Strong problem-solving ability, organizational skills and deadline-driven
• Patience with hard to learn, hard to teach individuals

**Education and Experience:**
• Master’s degree or equivalent job experience
• Passion and commitment to the betterment of all individuals, especially low income and at-risk individuals
• Minimum of one year of youth development experience working with low-income, highly urbanized young men of color in marginalized communities
• Minimum 8 to 10 years of management and leadership experience. Exposure in youth development and/or nonprofit is preferred
• Proficient in Microsoft Office (Word, Excel, Access, PowerPoint)
• Preference given to candidates with a minimum of two years of demonstrated clinical or non-clinical mental health experience, a working understanding of social emotional learning and adverse childhood experiences, and demonstrated engagement in trauma-informed, trauma-responsive youth development outside of and separate from their work obligations
• Must have a valid driver license and clean driving record

**Physical Requirements:**
• Must be physically able to operate a variety of equipment including computers, projectors, scanners, copiers, facsimile machines, calculators, etc.
• Must be physically able to operate a motor vehicle
• Must be able to exert up to 20 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
• Light Work usually requires walking or standing to a significant degree
• **Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants
• **Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, applications, etc. Requires the ability to prepare correspondence, reports, presentations, requisitions, forms, evaluations, budgets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence
• **Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables
• **Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English
• **Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide

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