

## **Under One Sky Village Foundation Executive Director Job Posting**

Under One Sky Village Foundation (U1SVF) serves youth experiencing foster care with strength-based programming. Through involvement in U1SVF programs, youth have the opportunity to discover and develop a new awareness of personal purpose, belonging and connection to others within a community of peers and trauma-informed adult mentors.

We are seeking an Executive Director to provide leadership and guide U1SVF toward a sustainable future that considers financial, staff and program viability. Hiring range is \$48,000-\$50,000 per year based on experience. This full-time salaried position will report to the Board of Directors.

**To apply**, submit resume and cover letter specifically addressing skills and experiences listed below. All submissions should be in PDF format and sent to [jobsunder1sky@gmail.com](mailto:jobsunder1sky@gmail.com). Review of applicants will begin September 29, 2021.

The ideal candidate will have skills and/or successful experience in a majority of the following areas:

- Fund development (grant writing supervision, donor solicitation, special events, etc.)
- Leading successful non-profit youth-serving programs
- Supervising and motivating a team in a mission-driven environment
- Initiating and cultivating diverse collaborative relationships with other agencies
- Planning strategically, identifying and solving problems quickly
- Financial management, including fund development and budget creation
- Working with the foster care system, older youth in foster care and/or special needs of youth transitioning out of foster care
- Discernment of and focus on priorities and leveraging unexpected opportunities

### **Executive Director Responsibilities**

The Executive Director of Under One Sky Village Foundation will lead the Program Director and Youth Services Director to deliver the U1SVF program to enrolled youth. S/He will work with the Board of Directors to provide leadership and achieve success, growth and sustainability for U1SVF.

1. Program Implementation
  - a) Oversee all programs for youth in foster care
  - b) Ensure the well-being of all children involved in programs
  - c) Oversee enrollment of children in programs
  - d) Establish, build relationships with collaborative agencies
  - e) Supervise the development of program evaluation tools, analyze and make improvements based on findings
2. Resource Development
  - a) Create and supervise a fund development plan that includes grants, fund raising among individuals, churches, corporations, etc.
  - b) Supervise the writing of grants and grant reports
  - c) Provide leadership for all fund raising events
3. Budget and Finances
  - a) Develop annual budget, program budgets and track on an ongoing basis
  - b) Review and present monthly finance reports for the Board of Directors
  - c) Supervise compensation and reimbursements to all staff and subcontractors
  - d) Supervise payroll procedures and all quarterly and year end taxes
4. Marketing/Publicity
  - a) Supervise the publicity of events and U1SVF programs
  - b) Supervise website design, social media strategies and collateral materials

5. Sustainability & Long Range Planning/Visioning
  - a) Implement Strategic Plan
6. Board of Directors
  - a) Provide support to Board Chair in preparing for Board meetings and help maintain communication among Board members between meetings
  - b) Ensure Board membership stays in compliance with by-laws
  - c) Governance structure— assure that by-laws, policies, and procedures are appropriate
  - d) Provide guidance in Board expansion that promotes diversity
7. Ensure U1SVF organizational compliance with:
  - a) Grant/funding requirements
  - b) Applicable state and federal standards and laws
  - c) U1SVF's organizational policies
  - d) Generally accepted best practices for non-profit management
  - e) Industry standards for organized camping

## **Our Programs**

**Camp-Based programs** have been offered since our inception. During the COVID 19 pandemic, we have held virtual programming and day-only monthly camp programs. We are planning to continue this cautious approach for our 2022 program year. These experiences include Journey Camp for youth 12-17, Junior Journey Camp for youth 7-11, and Rites of Passage and Passages programs for older youth who are transitioning to adulthood. These programs are facilitated by trained staff.

**Mentors** are selected and trained volunteers who provide individual support for youth in foster care, and those who have previously experienced foster care.

**Care Circles** are virtual communities of young adults who have aged out of the foster care system who are offered a structured peer-facilitated weekly circle to support and encourage growth and empathy.

## **Our Approach**

All programs and services put the well-being of the child/youth/young adult first and are designed to help each one reach their fullest potential. Trained staff and volunteers provide trauma-informed supervision and programming. Staff at all levels are considered mentors and function as a team—a mentoring community for self-discovery. We approach programming and the youth we serve based on what we have learned during the past 23 years, including the following:

- Youth respond positively when adult mentors implement strength-based programming that builds on their strengths and competencies rather than their challenges and deficits
- Youth learn from each other and have greater opportunity to make positive shifts in attitudes and beliefs in a group peer setting, rather than individually
- Youth respond positively and whole-heartedly when they are given choices in designing activities and creating future plans
- Youth have the ability to make critical decisions that will shape their life path given the freedom, guidance and encouragement from adult mentors
- Youth develop healthy and often lasting peer relationships, and experience belonging when they can share their stories and experience with other youth in foster care

Open and participatory communication is used at all levels of programming and leadership, including the Board of Directors, as a way of experiencing respect, equality and group learning. We believe that wisdom comes from each person, regardless of age or staff status, and is a way of honoring all perspectives, learning from one another and making wise decisions.