



Silver Lining Mentoring Deputy Director

Organizational Overview

Silver Lining Mentoring empowers youth in foster care to flourish through committed mentoring relationships and the development of essential life skills. For nearly fifteen years, Silver Lining Mentoring (Silver Lining) has enjoyed continuous growth and success in matching youth in the child welfare system with highly committed volunteer mentors. Silver Lining works with young people who are preparing to age out of the child welfare system by teaching critical life skills to help teens successfully transition to adulthood. Silver Lining continues to be among only a few mentoring organizations in the United States, and the only mentoring organization in Massachusetts, that exclusively serves the unique needs of youth in the foster care system.

For more information on our work, our supporters and the incredible young people we serve, please visit www.silverliningmentoring.org.

Position:

Overview

SLM has developed a three-year business plan detailing the organization's growth. The new Deputy Director position, whose purpose and responsibilities are described below, will be instrumental in overseeing the implementation of the business plan. S/he will have an extraordinary opportunity to build the capacity of a young, dynamic organization poised for significant growth. The Deputy Director will play a dual role in close collaboration with the Chief Executive Officer: (1) enhancing the internal organization and infrastructure necessary for Silver Lining's continued success and growth and (2) leading efforts to build external partnerships.

Leadership

The Deputy Director will be a strategic and dynamic leader who will have both internal and external facing responsibilities, ranging from program and project management (business development, framing of key approaches, high-quality program delivery and evaluation, written products) to oversight of administration (information technology, operations, finance), and human capital (HR/recruiting, mentoring, career progression). The Deputy Director will be a critical member of the management team that is comprised of the CEO, Director of Programs and Director of Development. The Deputy Director will work closely with and provide operational and resource related support to the Director of Programs and Director of Development. An ideal candidate should be able to both think broadly and strategically about our work and also be detail oriented and organized about the implementation and structures necessary to move our vision into reality.

Management

The Deputy Director will report to and be a thought partner to the Chief Executive Officer. Together, the CEO and the Deputy Director will chart SLM's future growth and strategic response to an ever-increasing demand for the organization's services. The Deputy Director will serve as a key senior leadership team member and an active strategic decision maker within the organization. The Deputy Director will supervise approximately 2-4 staff who are directly responsible for HR, Operations, Finance, and Evaluation among other areas.

Responsibilities:

SLM's programmatic and development related networks have nearly doubled over the past 18 months, which has created greater demand for its services and tested the capacity of staff and volunteer mentors. The Deputy Director will provide leadership and operational support to enhance planning and coordination among staff, partners, and funders. The Deputy Director will:

- Work with the management team to ensure that the organization successfully achieves the goals set forth in SLM's three year business plan.
- Lead the organization's efforts to audit, review and update SLM's business plan annually.
- Oversee balanced scorecard goals and monitor and be prepared to report on the results at staff, management and board meetings.
- Work with CEO to pace and drive organization development, including analysis and implementation of priorities, partnerships, and infrastructure needs.
- Integrate operating infrastructure and functions with programmatic efforts, staff, board and partners.

- Serve as a senior-level thought partner, mentor, and bridge builder for organization as whole.
- Define and develop standard organizational practices and processes to align initiatives and evaluate progress against business plan goals.
- Support directors on a regular basis and assist the CEO and directors in annual performance evaluations.
- Streamline operations work flow (including contracts) and work with directors to identify areas of redundancy and gaps in staff responsibility.
- Develop, improve, and utilize internal systems and databases to support management and operations.
- Explore opportunities for programmatic expansion and identify new areas of work to pursue as needed.
- Work closely with and assist the Board of Directors to take on a more active strategic role and assist in the identification and recruitment of new Board members.
- Participate as staff liaison to board's committee work as needed and help committees to realize business plan and governance related goals.
- Support Silver Lining's thought leadership efforts by promoting organizational expertise and participation in external speaking engagement opportunities.
- Support the CEO in identifying and cultivating relationships with both programmatic and funding partners.
- Appropriately represent the organization, its Board and CEO to external stakeholders.
- Assure sound fiscal operations of the organization including timely, accurate and comprehensive monitoring and reporting on income and expense budgets.

Attributes

- Mission Driven. Commitment to social justice and cultural responsiveness.
- Excellent people skills. Success supervising and mentoring staff and supporting professional and leadership development.
- Excellent communicator and writer with experience as a spokesperson who can articulate clear and compelling messages to different audiences.
- Judgement and perspective. Understands context, is perceptive, prioritizes work against short- and long-term objectives, and anticipates the implications of actions on stakeholders. Knows when a situation calls for patience or urgency, and is politically savvy.
- Flexible style. A leader who can positively impact both strategic and tactical initiatives. Ability to multi-task and adapt to a fluid and evolving program environment. Operates effectively through uncertainty and is able to pivot on priorities when necessary. Can flexibly share leadership and build consensus. When necessary, can take initiative and make tough decisions.
- Project Management. Effective planning, organizational, and time management skills and keen attention to detail. Demonstrated results-orientation with proven track record of measurable results. Devises and applies processes in order to meet objectives.
- Initiative and perseverance. Puts ideas into action and navigates obstacles with an orientation toward results. Ability to take initiative, construct, articulate, and implement short term and long term strategic plans.
- Collaboration. Develops strong relationships internally and externally, drawing on the input of others, in order to accomplish goals. Excellent team building skills, with demonstrated ability to lead and motivate in a creative and fast-paced environment.
- Critical and Analytical Thinking. Develops and considers multiple options and solutions, considering their impact on the organization's objectives.
- People of color and people with personal foster care experience are strongly encouraged to apply.

Qualifications

- Deep commitment to and belief in the mission, vision and values of Silver Lining Mentoring.
- Minimum 10 years professional experience with demonstrated increased responsibility and at least 3 years of supervisory experience.
- Experience in creating, presenting and implementing business and/or strategic plans.
- Demonstrated ability to formulate and execute strategies to completion.
- Record of success in developing productive partnerships.
- Project management and teambuilding experience.
- Familiarity with child welfare, mentoring, youth development, evaluation a plus.
- Bachelor's degree required, Master's degree preferred.
- Sense of humor required, ability to laugh at oneself preferred.

Silver Lining Mentoring offers a strengths-based collaborative staff team, flexible work environment, accessible office location in downtown Boston, and excellent benefit package with generous vacation. Salary commensurate with experience. Silver Lining Mentoring is an Equal Opportunity Employer. <http://www.silverliningmentoring.org>

To Apply:

Submit cover letter and resume to HR@silverliningmentoring.org, with Deputy Director in the subject line. Your cover letter should describe your interest, qualifications, and experience as they relate to this job.