



## POSITION DESCRIPTION

Job Title:	Senior Vice President (SVP)
Employment Status:	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Intern
FLSA Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
Reports to:	President and CEO

### ABOUT NBCDI

For over 50 years, the National Black Child Development Institute (NBCDI) has been at the forefront of engaging leaders, policymakers, practitioners, and parents around critical and timely issues that directly impact Black children and families. We are a trusted partner in delivering culturally relevant resources and insights that respond to the unique strengths and needs of Black children. Our purpose is to mobilize communities and ignite movements, boldly advocating for equity and a just future for black children and families. We achieve our purpose through an extensive network of affiliates, members and stakeholders who engage in their local communities on behalf of the national organization.

### JOB SUMMARY

As a member of the National Black Child Development Institute's (NBCDI) senior leadership team, the Senior Vice President (SVP) helps shape, operationalize, and communicate the National Black Child Development Institute's cross-departmental initiatives, and coordinates the vision of the President and CEO and the Board of Directors across the organization. Using the organization's current strategic plan as a framework and guide, the SVP is charged with understanding, addressing, and coordinating the needs and activities of NBCDI. The SVP plays an active role on the leadership team facilitating the design and evaluation of new operating systems, projects, and initiatives, as well as providing support in securing resources for those and ongoing programmatic and operational needs.

To ensure alignment with mission, the strategic plan, and key performance indicators, the Senior Vice President organizes the proper integration of fiscal, development, human resources, operations, communications, and programmatic consultants and monitors the evaluation systems of the organization. This individual will work closely with the President and CEO to ensure that NBCDI is an organization of excellence for its employees, partners, and community.

## **ESSENTIAL JOB FUNCTIONS**

### **Strategic Plan Implementation and Evaluation**

- Assist the President and CEO in all organizational planning efforts, including long-term strategic plans as well as annual organization work plans.
- Define a set of clear and appropriate metrics/goals to measure and enhance operational effectiveness and organizational impact.
- Develop Key Performance Indicators and visualization approaches to build a culture that uses data to inform decision making.
- Establish processes to ensure accountability for, and adherence to, plans and budgets by all through tracking key metrics and balancing long-term strategic objectives with short-term tactical goals. Advise President and CEO of any risks and/or missed milestones.
- Collaborate with senior staff to maintain a culture of teamwork and accountability that ensures long-term organizational success and alignment of goals.

### **Finance and Administration**

- Oversee the goals, strategy, and day-to-day operations of the organization.
- Provide leadership and general management support to the HR, Finance, IT and Operations consultants.
- Provide support and research for potential vendors such as changes in equipment, insurance coverage, benefits, or brokers.
- Lead a cross-functional and inclusive annual organizational budgeting process. Ensure organizational visibility on financial results throughout the fiscal year by providing regular internal (for staff) and external (Board and Committees) financial reports.
- Oversee monthly and quarterly assessments and forecasts of organization's financial performance against budget, financial and operational goals.
- Oversee annual audit and 990 filing with finance and accounting team.
- Maintain local, state, and federal registrations to ensure compliance.
- Evaluate insurance and compliance needs organizationally and determine policies and coverage as appropriate.
- Support community mobilization team to ensure compliance to all affiliate membership standards and that annual database requirements are fulfilled.

### **Fund Development**

- Collaborate with the President and CEO, board of directors and senior leadership team to create and implement a fundraising plan.
- Provide vision and direction to build and manage a full-scale development program, including major gifts, planned giving, foundation relations, annual giving, gift processing and acknowledgment.
- Manage the donor services and membership processing function with a focus on customer service and accuracy.
- Lead the development and grants management staff.

## **Operations & Technology**

- Ensure that information systems are capturing the appropriate data for organizational dashboards to provide measurements and insights for both the Board and staff.
- Collaborate with IT consultants to set technology direction and ensure that core operational support is provided to all offices (MD Headquarters) and remote team members.
- Monitor and recommend changes or amendments as necessary and appropriate.
- Review all organizational contracts and MOUs prior to approval by the President and CEO.

## **Board Management**

- Assist with the management of Board recruitment and onboarding process as needed.
- Assist with coordination of board engagement activities.
- Assist with coordination and preparation of Board and committee meetings.
- Serve as Staff lead with relevant board committees (ex. Finance).
- Present at Board meetings.

## **EDUCATION, EXPERIENCE & CREDENTIALS**

- Significant work experience (8-10 years) and credibility in the areas of administration, strategy, human resources, development, finance and/or operations within the nonprofit sector.
- Experience working in coalition, including developing shared plans, coordinating external and internal communications, and understanding internal relationship dynamics among groups. • Experience operationalizing and evaluating policy, advocacy, and movement work (ex. organizing, community mobilization, movement building, collective impact).
- Experience managing hybrid teams and senior leaders.
- Excellent analytic, writing, and strategic planning skills; demonstrated ability to manage multiple, often-conflicting deadlines; establish and negotiate timelines; and ensure timely delivery of high-quality work.
- Creativity, flexibility, sound judgment, and ability to take initiative and work independently. • Ability to think of new and improved ways to increase organization's capacity and effectiveness.
- Effective interpersonal skills and demonstrated ability to interact professionally and compassionately with diverse staff, clients, and consultants across varied geographies.
- A team player who can add value to the NBCDI beyond their area of expertise. • Deep demonstrated passion for and commitment to NBCDI's mission and a track record of driving impact on cross-cutting social justice issues and movement building. • Outstanding organizational, programmatic, and financial management experience, including the ability to move work from concept to implementation and completion.
- Experience developing thoughtful, effective relationships and dialogue with senior leadership and Board members and manage confidential information and situations.
- Models a commitment to creating and reinforcing a transparent, accountable, and mutually respectful work environment.

## **COMPETENCIES**

- Ability to lead, manage and do.
- Intellectually curious, strategic thinker with strong sense of ownership.
- Results-oriented and able to effectively balance big-picture thinking with tactical execution and attention to detail.
- Ability to translate, via written and verbal communication, complex issues into understandable formats for a wide range of stakeholders.
- Ability to thrive in a fast-paced, deadline-driven environment with the capacity to make decisions and anticipate needs.
- Exceptional communication skills with commitment to quality of written and verbal materials.
- A commitment to the mission, vision, and values of the organization.

**Salary Range:** Compensation for this role is between \$145,000-\$160,000 annually based on experience and is a part of a comprehensive benefits package.

**How to Apply:** Please submit a resume a cover letter to [HR@nbcidi.org](mailto:HR@nbcidi.org) with position title in the subject line.

## **WORKING CONDITIONS**

Preferred working location is Washington DC, MD or VA or ability to travel frequently to headquarters in Silver Spring, MD with possible travel throughout the United States. This is largely a sedentary position that requires the ability to speak, hear, see, and lift small objects up to 15 lbs.

*The National Black Child Development Institute provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*