



Interim Executive Director Job Description

MISSION AND VISION

The Youth Empowered Society (YES) is a nonprofit organization that prevents and eliminates youth homelessness through the synergy of youth, peer, and ally partnerships. The organization's vision is that all of Baltimore's youth will easily access supportive services and stable housing to become powerful in their own lives.

Like many small nonprofits, COVID-19 posed incredible challenges to YES during 2020 and 2021. YES was also challenged by leadership transitions and fiscal sponsorship during this time. Although YES continued furthering our mission of serving and supporting youth who were experiencing homelessness through our dedicated drop-in center in Baltimore, Maryland, we had to drastically scale back services starting Oct. 27, 2021, while we dealt with infrastructure issues. Currently, we are staffed by one staff person and governed by a small, but growing, dedicated board. The Interim ED will work with this team to help the YES team re-envision itself and implement this new vision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Interim ED will report to YES's Board of Directors (BOD) and work collaboratively with YES staff, youth, and community partners. The Interim ED must be an experienced manager, strategic thinker, and visionary leader. In collaboration with and under the direction of the BOD, and in partnership with YES staff, the Interim ED is expected to:

- Anchor the team in "what is," e.g., the mission, vision and values that exist, and ensure that the shared understanding of these show up in our day-to-day work as we collectively build the future iteration of YES;
- Contribute to YES's overall strategy and vision;
- Lead YES's growth, in terms of programming, finances and staffing;
- Acquire and cultivate the talent and resources to implement YES's strategy and vision;
- Set organizational policies and procedures and manage their implementation;
- Maintain and grow YES's working relationships with youth, community members, funders, elected officials, and other partners;
- Lead the design and implementation of fundraising efforts;
- Manage YES's finances, under the direction of the Board Treasurer, and eventually with the assistance of a contracted bookkeeper.

QUALIFICATIONS REQUIRED

- Minimum of five years' experience in administration and management of a for-profit, not-for-profit, or government organization;
- Demonstrated ability to take initiative;
- Demonstrated curiosity, interest in learning what has been/is, flexibility, healthy boundaries, and compassion;
- Excellent speaking and writing skills;



- A demonstrated commitment and practice of anti-poverty/economic justice and racial equity work, and to partnering with youth/young adults as they actualize their leadership, skills and potential;
- A track record of thinking broadly and creatively;
- A reputation for good judgment;
- Proven ability to work collaboratively with others who are in a variety of roles, such as board members; colleagues, including peers (experts by experience), young people in leadership roles, allies; and funders;
- Working knowledge of trauma-informed care best practices and how to implement them in an environment stressed by the challenges of poverty, homelessness, racism, etc.;
- Record of success in leading effective teams;
- Proven ability to raise funds from a variety of sources;
- Prior experience connecting youth to transformative opportunities;
- Demonstrated success in working with a board; and
- A reputation for insisting on excellence and coaching others to deliver it.

QUALIFICATIONS PREFERRED

- Advanced degree in social work, public administration, or other related field or equivalent experience;
- Several years of experience working in Baltimore City;
- Prior experience managing community-based non-profits;
- Prior experience/commitment to partnering with youth and young adults as partners and collaborators in program development; knowledge of positive youth development and adolescent brain science;
- Prior experience in economic/racial justice work, housing and/or homelessness work;
- Knowledge and understanding of root causes of youth homelessness, housing federal and local government policy and funding for ending youth homelessness, ie. rapid re-housing, CoC, MOHS in Baltimore City and State of Maryland specifically housing, familiarity with public housing authorities nonprofit and social service providers – particularly those that provide housing assistance; and
- Knowledge of the multiple systems that impact youth homelessness and proven ability to connect these systems in a way that improves youth and young adult outcomes.

SALARY AND BENEFITS

- Job Type: Exempt;
- Number of hours/week negotiable (between 25-40) for the right candidate;
- Salary is commensurate with experience;
- Monthly benefits stipend until formal benefits are implemented; and
- Holidays, vacation, and sick leave.

To apply, please send resume and cover letter to youthempowersocietyboard@gmail.com with “Interim ED” in the subject line.

