**These job descriptions are to assist with staffing key positions within the backbone organization**

**EXECUTIVE DIRECTOR**

**POSITION DESCRIPTION**



**Context**

*<Insert 1-2 paragraphs on the context for the collective impact initiative and the overarching goal>*

**Organizational Overview**

*<Insert 2-3 paragraphs on the organizational structure of the initiative, key partners, etc.>*

**Position Overview**

To lead this important work, *<Insert Initiative Name>* is seeking a passionate and entrepreneurial Executive Director. The Executive Director will be a visionary, dynamic leader who can grow and lead the Backbone organization, facilitate the collective success of this regional effort, and serve as a public ambassador for the initiative. More specifically, the Executive Director will also drive *<Insert Initiative Name>*’s internal and external functions, including strategy, communications, community engagement, and data functions.

**Responsibilities**

The Executive Director will manage staff and systems and be accountable for nurturing the efficiency and effectiveness of both, providing high-level strategic thinking and facilitation of the *<Insert Initiative Name>* effort. Key responsibilities include:

**Leadership:**

* Provide visionary, adaptive leadership, modeling *<Insert Initiative Name>*’s guiding values at all times and fostering a culture that reflects them;
* Developing, coaching and mentoring *<Insert Initiative Name>* team members;
* Establishing, facilitating, and executing effective and open communication with staff, particularly related to internal decisions and strategy;
* Developing systems to share organizational decisions with the *<Insert Initiative Name>* Steering Committee and staff members; and
* Identifying capacity gaps and creating hiring plans that acknowledge and plan for possible organizational growth and shrinking.

**Strategic coherence:**

* Maintaining understanding of current implementation challenges and developing comprehensive solutions to address them;
* In concert with relevant workgroups, developing annual legislative agenda, policy and funding recommendations with guidance of the *<Insert Initiative Name>* Steering Committee;
* Providing direction and support to partner organizations in aligning their work to the Common Agenda (e.g., identifying opportunities for program work to support specific goals);
* Acting as a neutral arbiter and helping resolve disputes or disagreements in direction among workgroups and Steering Committee; and
* Developing advocacy priorities and coordinate supporting activities of partners.

**Supporting Steering Committee and Workgroup meetings:**

* Providing support to Steering Committee and Workgroup co-chairs to facilitate meetings, assisting in preparation of meeting materials, etc.;
* Providing regular reports on progress against goals and indicators; and
* Building and maintaining relationships with Executive Committee, Steering Committee, Workgroup co-chairs, and Workgroup members.

**Fund development:**

* Identifying potential funding sources to support *<Insert Initiative Name>*’s goals and priorities:
  + Writing grants, as needed, or overseeing work of grantwriter
  + Working with implementing agencies to provide information to support their grant applications
  + Overseeing *<Insert Initiative Name>* grant reporting to funders as required.
* Providing support and guidance to partner organizations in aligning resources to *<Insert Initiative Name>* agenda (e.g., supporting identification of grant opportunities that align to *<Insert Initiative Name>* goals);
* Tracking all *<Insert Initiative Name>* funding, including funds from partner organizations; and
* Developing relationships with potential funders and participating in relevant networks.

**Working with community partners:**

* Coordinating research and other activities with initiative partners to minimize redundancies and to align strategies and actions, including conducting individual outreach and education as needed;
* Updating outreach strategy as new needs emerge;
* Coordinating with other projects and coalitions in the same field to maintain a full understanding of the current landscape of local and regional activities, and integrating their work into Steering Committee and workgroup processes; and
* Building and maintaining relationships with community partners.

**Communications:**

* Communicating the objectives of *<Insert Initiative Name>* to the community and potential partners, including sharing the Common Agenda, Blueprint, or other collateral;
* Facilitating communication between *<Insert Initiative Name>* partners and local prevention and treatment agencies by hosting regular conference calls, in-person meetings, or coordinating regular email updates to ensure alignment of activity;
* Creating or managing creation of yearly summary reports of *<Insert Initiative Name>* progress for Steering Committee, Partnership Board, and external audiences; and
* The following duties may be done in coordination with a communications consultant or staff:
  + Developing communications materials as *<Insert Initiative Name>* evolves, potentially including summary documents, brochures, FAQs, and other items;
  + Developing web and social media strategy; and
  + Creating press strategy, including drafting press releases, coordinating with media outlets.

**Facilitation and Stakeholder Management:**

* Build the Backbone’s identity as a respected, neutral convener among a broad spectrum of local stakeholders
* Cultivate excellent working relationships with senior education and community leaders involved in this initiative in a way that can inspire collective action without formal authority
* Ensure effective facilitation of all Work Group and Strategy Group meetings, and provide regular reports on group progress against goals and indicators
* Help identify and recruit additional cross-sector stakeholders to participate in the *<Insert Initiative Name>* work

**Shared Strategy and Measurement:**

* Oversee the development of a regional set of strategies that will drive transformative change in the region
* Oversee the development and implementation of a shared measurement system that will track common outcomes and indicators across the initiative and use results to inform learning and continuous improvement

**Managing internal systems:**

* Overseeing daily operations and establishing and maintaining appropriate systems for measuring necessary aspects of operational management;
* Selecting, contracting with, and overseeing work of consultants as appropriate (e.g., data management, grantwriting, etc.)
* Monitoring and reporting on operational issues, opportunities, and achievements within agreed formats and timelines; and
* Identifying improvements in use of data-driven decision-making and ensuring that data is collected, integrated, and communicated effectively across the organization.

**Data collection, analysis, and reporting:**

* Coordinating indicator refinement with workgroups and Steering Committee;
* Ensuring all partners are aware of targets and indicators;
* Creating or managing creation of yearly summary reports of *<Insert Initiative Name>* progress for Steering Committee and external audiences; and
* Overseeing work of data manager or consultant.

**Reporting Relationships**

Initially, the Executive Director will have one direct report -- the Project Coordinator -- but the current organizational chart is subject to change as the *<Insert Initiative Name>* team is likely to evolve over time. The Executive Director will ultimately be responsible for recruiting and hiring top talent, building and managing a highly functioning team, and report to the *<Insert Initiative Name>* Steering Committee.

**Requisite Qualifications**

This is an outstanding opportunity to play a critical role in *<insert description of the challenge initiative is trying to address>*. Therefore, first and foremost, the Executive Director must be committed to the mission and overarching goals of *<Insert Initiative Name>*.

Additionally, the successful candidate will be able to demonstrate:

* At least 5-10 years of relevant work experience, including at least 3 years managing teams in a fast-paced and high-growth nonprofit, social enterprise, or business start-up environment
* At least five years of fundraising experience and demonstrated success in cultivating fundraiser relationships
* The executive presence to inspire confidence and passion in both internal and external audiences;
* Advanced strategy and planning skills, including an ability to think strategically on both organizational and systemic levels over multi-year horizons
* Strong data acumen and ability to oversee complex shared-measurement systems
* Strong facilitation and presentation skills before multiple types of audiences
* Experience with complex project management and stakeholder management
* Existing relationships with, or ability to build relationships with, a cross-sectoral range of stakeholders in the local or regional area, including senior executives
* A track record of leading, inspiring, and developing high performance teams
* Outstanding communication and interpersonal skills, with the ability to build authentic relationships with a diverse set of high profile stakeholders
* Comfort with ambiguity and ability to thrive in a fluid, entrepreneurial environment; willingness to “roll up one’s sleeves” and extend beyond formal responsibilities based on the needs of the work

**Desired Qualifications**

* Advanced degree in business, education, policy, or related field
* Experience in a start-up environment;
* Familiarity with the local area and / or focus of the initiative (e.g. substance abuse)
* Language abilities

**Compensation**

Compensation for the position is competitive and commensurate with experience.

**Start Date**

*<Insert ideal start date>*

**Application Instructions**

The Search Committee is soliciting nominations and expressions of interest **immediately**. Nominations or applications (with current resume, letter of interest, and salary requirements) should be sent confidentially, electronically,and **ideally before <insert date> to:**

*<Insert relevant contact information>*

**PROJECT COORDINATOR**

**POSITION DESCRIPTION**

**Context**

*<Insert 1-2 paragraphs on the context for the collective impact initiative and the overarching goal>*

**Organizational Overview**

*<Insert 2-3 paragraphs on the organizational structure of the initiative, key partners, etc.>*

**Position Overview**

In order for the *<Insert Initiative Name>* to achieve its ambitious mission, a dynamic and detail-oriented coordinator is required. The Project Coordinator is a newly-created position designed to address this organizational need. The Project Coordinator will be part of a small team responsible for driving *<Insert Initiative Name>*’s work forward, in particular supporting day-to-day communications, day-to-day administration, community engagement, and data functions.

**Responsibilities**

The Project Coordinator will provide day-to-day support and facilitation of the *<Insert Initiative Name>* effort. Key responsibilities include:

**Working with community partners:**

* Developing and maintaining a list of community partners and upcoming events;
* Organizing outreach against that list of community partners and upcoming events, including following-up as needed;
* Coordinating research and other activities with initiative partners to minimize redundancies and to align strategies and actions, including conducting individual outreach and education as needed;
* Working with Project Director to update outreach strategy as new needs emerge;
* Working with Project Director to coordinate with other related projects and coalitions (i.e. in the same field) to maintain a full understanding of the current landscape of local and regional activities, and integrating their work into Steering Committee and workgroup processes;
* Securing letters of support from elected officials and community partners; and
* Building and maintaining relationships with community partners.

**Strategic coherence:**

* Maintaining understanding of current implementation challenges and developing comprehensive solutions to address them;
* Developing, maintaining, and monitoring set of pending and potential legislative and policy priorities, to support Workgroup development of annual legislative agenda, policy and funding recommendations;
* In partnership with Project Director, providing support to partner organizations in aligning their work to the Common Agenda (e.g., identifying opportunities for program work to support specific goals);
* In partnership with Project Director, acting as a neutral arbiter and helping resolve disputes or disagreements in direction among workgroups and Steering Committee; and
* Coordinating advocacy supporting activities of partners.

**Communications:**

* Communicating the objectives of *<Insert Initiative Name>* to the community and potential partners, including sharing the Common Agenda, Blueprint, or other collateral;
* Facilitating ongoing communication between *<Insert Initiative Name>* partners by hosting regular conference calls, in-person meetings, or coordinating regular email updates to ensure alignment of activity;
* Planning and managing logistics of, and attending, community events;
* Creating or managing creation of yearly summary reports of *<Insert Initiative Name>* progress for Steering Committee, Partnership Board, and external audiences; and
* The following duties may be done in coordination with a communications consultant or Project Director:
  + Developing communications materials as *<Insert Initiative Name>* evolves, potentially including summary documents, brochures, FAQs, and other items;
  + Developing web and social media strategy;
  + Compiling and maintaining list of press clippings; and
  + Creating press strategy, including drafting press releases, coordinating with media outlets.

**Fund development and management:**

* Working with Project Director to identify potential funding sources to support *<Insert Initiative Name>*’s goals and priorities:
  + Writing grants, as needed, or coordinating work of grantwriter
  + Working with implementing agencies to provide information to support their grant applications
  + Coordinating *<Insert Initiative Name>* grant reporting to funders as required
* Tracking all *<Insert Initiative Name>* funding, including allocated funds from partner organizations

**Data collection, analysis, and reporting:**

* Coordinating indicator refinement with workgroups and Steering Committee;
* Working with Project Director to ensure all partners are aware of targets and indicators;
* Creating or managing creation of yearly summary reports of *<Insert Initiative Name>* progress for Steering Committee, Partnership Board, and external audiences; and
* Coordinating work of data manager or consultant.

**Reporting Relationships**

The Project Coordinator will ultimately be responsible for building and maintaining strong relationships with the community, day-to-day coordination of the effort and its many moving parts, and being part of a highly functioning team. The Project Coordinator will report to the *<Insert Initiative Name>* Project Director.

**Requisite Qualifications**

This is an outstanding opportunity to play a critical role in *<insert description of the challenge initiative is trying to address>*. Therefore, first and foremost, the Project Coordinator must be committed to the mission of *<Insert Initiative Name>*.

Additionally, the successful candidate will be able to demonstrate:

* A minimum of 3 years work experience including 1 or more years of proven community outreach and coordination experience;
* Demonstrated success in building and maintaining relationships with senior executives;
* The presence to inspire confidence and passion in external audiences and to build effective relationships with a range of stakeholders;
* Advanced project management skills;
* Ability to thrive in a fluid, unstructured, entrepreneurial environment without formal training;
* Flexibility and the ability to work autonomously as well as take direction as needed;
* Commitment to the collective impact concepts;
* Strong analytical and critical thinking skills;
* Strong community engagement and facilitation skills;
* Excellent interpersonal and communication skills (written and oral);
* Experience fundraising or grantwriting (optional); and
* Existing relationships with, or ability to build relationships with, a cross-sectoral range of stakeholders in the local or regional area, including senior executives.

**Desired Qualifications**

* Experience in a start-up environment;
* Familiarity with the local area and / or focus of the initiative (e.g. substance abuse)

**Compensation**

Compensation for the position is competitive and commensurate with experience. In addition to competitive salary ranges, the Project Coordinator will be provided a comprehensive benefits package that meets or exceeds that provided by many of the most respected organizations in our industry.

**Start Date**

*<Insert ideal start date>*

**Application Instructions**

The Search Committee is soliciting nominations and expressions of interest **immediately**. Nominations or applications (with current resume and letter of interest) should be sent confidentially, electronically,and **ideally before <insert date> to:**

*<Insert relevant contact information>*

**DATA CONSULTANT**

**POSITION DESCRIPTION**

**Context**

*<Insert 1-2 paragraphs on the context for the collective impact initiative and the overarching goal>*

**Organizational Overview**

*<Insert 2-3 paragraphs on the organizational structure of the initiative, key partners, etc.>*

**Scope of Work**

*<Insert Initiative Name>* seeks a data consultant to lead the planning, analysis, reporting, and coordination for *<Insert Initiative Name>*’s overall data needs and data infrastructure. The collection, analysis and reporting of data is a major strategic component of the *<Insert Initiative Name>* effort.

Specific responsibilities will include:

* **Planning.**
  + Develop and implement a work plan to produce annual baseline and results reports. The first *<Insert Initiative Name>* Baseline Report will be released in *<Insert date>*.
* **Baseline and Results Reports.**
  + Develop initial *<Insert Initiative Name>* Baseline Report, including collecting and analyzing data, drafting text, and identifying key gaps in conjunction with Steering Committee
  + Negotiate and draft data sharing agreements with relevant *<Insert Initiative Name>* institutions and facilitate data collection as needed.
* **Data to Drive Communications.**
  + Deliver data content that can be used for group seminars, forums and public communications and presentations.
* **Other Reports.**
  + Work with *<Insert Initiative Name>* staff and partner organizations to prepare topical data reports.
  + Work with *<Insert Initiative Name>* staff and partner organizations to plan, coordinate and provide periodic progress reports regarding the project’s data work.
* **Surveying.**
  + Conduct key surveys, details of which to be finalized in consultation with Project Director
  + Analyze key themes from the above surveys
* **Data Intermediary.** 
  + Serve as data intermediary for *<Insert Initiative Name>* initiative, ensuring that data needs (collection, analysis, dissemination, reporting) are addressed.
  + Support the use of data for key project partners and work groups, and work with *<Insert Initiative Name>* staff to respond to ad-hoc data requests and projects.