Job Description

<table>
<thead>
<tr>
<th>Title:</th>
<th>Director of Community Engagement and Advocacy</th>
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</thead>
<tbody>
<tr>
<td>Project or Grant:</td>
<td>Not About me Without Me</td>
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<tr>
<td>Reports to:</td>
<td>Chief of Operations</td>
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<tr>
<td>Work Site:</td>
<td>Building Blocks for Kids, Richmond, CA</td>
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<tr>
<td>Salary:</td>
<td>$4166.66-$4833.33</td>
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<tr>
<td>To Apply:</td>
<td>Submit cover letter and resume to <a href="mailto:info@bbk-richmond.org">info@bbk-richmond.org</a></td>
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Overview

Building Blocks for Kids (BBK), a collaborative of over 27 organizations, community residents and elected officials that focus on addressing issues of persistent poverty and improving the health and educational outcomes of children living in the BBK Zone, has received a significant investment from the several funders that provide resources for Community Engagement and Advocacy work in Richmond, CA. Since 2005, the Collaborative has worked with residents to develop skills and knowledge to be lifelong leaders and advocates for positive, healthy communities, and serve as critical change agents, making real differences in their communities and in Community Based Organizations established to serve residents. Due to a growth in participation and increased funding for this work, the Collaborative is hiring for a new position, Director of Community Engagement and Advocacy. Please see description below.

Roles and Responsibilities

The Director of Community Engagement and Advocacy will work closely with Building Blocks for Kids Chief of Operations and other backbone staff members.

The Director of Community Engagement and Advocacy is responsible for leading the organization’s strategic priority area to pursue family and community advocacy for student success. The Director designs, leads, and implements advocacy-based capacity building initiatives that strengthen community agency; develops community leaders as partners and advocates for school improvement; and promotes policy and practice changes to remove systemic barriers to parent and family engagement and eliminates institutional inequities that act as barriers to student achievement.

The Director of Community Engagement and Advocacy will collaborate with local partner organizations and leaders to advance sector-wide goals. He/she will employ significant community organizing efforts, engaging parents and other local supporters in BBK Collaborative-specific advocacy efforts, whether it be building local school capacity, leveraging partnerships, or advocating for compliance with existing state and local policies.
In addition, the Director of Community Engagement and Advocacy will play a key leadership role in the development, maintenance, and strengthening of relationships with civic leaders and elected officials, as well as key community groups. He/she will build relationships to become well-positioned when it comes time to advocate for and with BBK Zone families.

A successful candidate for the Director of Community Engagement and Advocacy will understand and have experience in delivering innovate, effective advocacy strategies, and will be able to effectively communicate about the importance of sustainable community change based on evidence and research.

**Key responsibilities include, but are not limited to:**

- Mobilize and properly train 300+ BBK Zone students and other residents, and community-based organizations to be more effective advocates
- Develop and manage a working group of community engagement and advocacy leaders who will help inform strategy
- Establish annual measures of success on community engagement and advocacy goals
- Oversee content development, outreach, training and other logistics for key initiative deliverables including regional summits, events, learning institutes, and Dinner Dialogues
- Oversee implementation of other department initiatives, including the Community Leadership Project,
- Develop framework for parent-friendly advocacy materials including content and key messaging
- Prepare program and financial reports as needed
- Experience with social media technology and digital advocacy
- Seek opportunities to leverage new and existing partnerships to expand the mission of the Collaborative
- Actively participate in Collaborative and work group meetings; and work with community leaders, public officials and district personnel to promote the organization’s advocacy priorities in order to facilitate greater parent engagement among BBK Zone residents: increased access to quality learning environments, quality options for parents, and strengthened family, community and school partnerships.
- Elevate voice of BBK Zone families seeking to support their children's success from cradle through college.
Management

- Manage Community Engagement and Advocacy staff, providing ongoing coaching, feedback and support to build their capacity to further the mission of the organization.

- Serve as part of the organization’s leadership team and contribute to the development and execution of strategic decisions.

Skills/Qualifications

- Bachelor’s degree required. Master’s degree in public policy, political science, education, or related field strongly preferred.

- Minimum 5 years of proven wide-scale program management and community-based advocacy experience.

- Clear and consistent experience in providing capacity building, training and technical assistance to community and/or organization leaders is required.

- Leadership in conceptualizing, organizing and implementing projects involving various processes and personnel.

- Strong personal commitment to the mission of the Collaborative.

- Experience working in low-income communities, in African American and Latino communities, schools, and/or community-based (nonprofit) agencies.

- Understanding of socio-political context of coalition building and advocacy systems.

- Excellent oral and written communication skills.

- Ability to engage and lead a broad base of stakeholders, leverage partnerships and build consensus at the grassroots and systems level.

- Bilingual in Spanish and English strongly preferred.

- Proficient in Microsoft Office and other online tools.

- Ability to manage staff and work effectively across organizational functions and levels.
• Strong interpersonal and human relations skills.

• Willingness to work weekends and evenings, and travel as necessary.

• Access to a car, possession of a valid driver’s license, and proof of current automobile insurance

TO APPLY

Please send a cover letter, resume, and salary requirement, submitted by April 25, 2012. All candidate submissions will be confidential. Early submission is suggested. No phone inquiries please.

Send applications to info@bbk-richmond.org

Building Blocks for Kids Collaborative is an equal opportunity employer. Building Blocks for Kids Collaborative does not discriminate and encourages qualified candidates of any gender, race, class, sexual orientation, faith, disability, or age to apply. All candidates will be evaluated on a merit basis.