



Job Title: *Partner: Strategic Initiatives and Operations*

Location: Remote with Travel

Job Type: Full-time

Reports To: Chief Executive Officer

Organization Overview: Promise54 is a nonprofit committed to empowering social justice organizations by cultivating inclusive cultures and optimizing systems to attract and retain top talent. We drive innovation through equity, creating environments where both people and missions thrive. Our vision is a future where social justice efforts flourish with diverse, inclusive teams and innovative, equity-centered cultures. We enhance organizational effectiveness through strategic support in leadership, culture, and talent systems, emphasizing diversity, equity, and inclusion. By making people our greatest asset and fostering a supportive, engaging workplace, we strive to be a model of the values and practices we advocate—creating a significant impact in the social sector, which our world needs now more than ever.

Position Overview: The Partner of Strategy and Operations will be the CEO's right hand in executing our new strategic plan and driving the growth of the organization. This role will support the CEO with leadership, strategic planning, growth, organizational development, and board management. The ideal candidate will be a strategic thinker with a passion for social justice and a proven track record in organizational growth and development.

Key Responsibilities

Strategic Planning and Execution:

- Collaborate with the CEO to refine and implement the multi-year strategic plan.
- Develop and monitor key performance indicators (KPIs) to ensure alignment with strategic goals.
- Define the future of Promise54's product offerings and consulting services to drive market enthusiasm and growth.
- Identify and prioritize growth opportunities and strategic initiatives.
- Manage consultants supporting these priorities.

Leadership and Organizational Development:

- Support the CEO in leading and managing the organization, ensuring team alignment and effectiveness.
- Develop and execute strategies to enhance organizational culture and employee engagement.
- Oversee and support the Director of Employee Experience and related functions.

Funding Support and Relationship Management:



- Build and maintain relationships with key stakeholders, including donors, partners, and community leaders.
- Ensure high-quality grant writing, reporting, and compliance to achieve successful funding outcomes.

Operations:

- Oversee day-to-day operations to align with strategic objectives, including managing the Director of Employee Experience and collaborating with the CEO, key stakeholders, and vendors.
- Lead the annual budgeting process and provide recommendations for improving operational efficiency and effectiveness.

Reporting and Communication:

- Prepare and present reports on strategic initiatives, progress, and outcomes to the CEO, Board of Directors, and other relevant stakeholders.
- Support the CEO in preparing communications, meeting materials, and presentations.

Board of Directors:

- Provide strategic counsel to the CEO on board relations, support recruitment and onboarding of new board members, and prepare performance reports.
- Schedule and organize board meetings, prepare and distribute agendas and materials, and manage logistics.
- Serve as the primary liaison between the board and the CEO, ensuring effective communication and engagement.
- Maintain accurate board records, track action items, and ensure compliance with board policies and procedures.
- Organize board retreats, and training sessions, and follow up on board member attendance and participation.

Qualifications and Attributes

The ideal candidate will possess the qualifications and attributes outlined in the sections below.

Education and Experience: Bachelor's degree in a related field required; Master's degree preferred. Minimum of 3 years in strategy, growth management, organizational change, or employee experience roles, with at least 5 years in a leadership position. Proven track record working effectively with executive leadership. Experience with nonprofit organizations, particularly those focused on social justice and equity, and experience in consulting are highly desirable.



General Knowledge and Skills: Strong strategic thinking, problem-solving, and leadership skills, with the ability to drive growth and change. Exceptional communication and presentation skills, both written and verbal. High-level organizational and project management capabilities. Deep understanding of DEI principles and experience implementing them. Expertise in employee engagement, HR practices, and cross-cultural competency. Skilled in using software and tools for various functions, including payroll and benefits administration. Ability to audit practices and structures to enhance organizational alignment and efficiency.

Leadership and Management: Exemplify Promise54's vision and values in leadership. Proven ability to lead and mentor teams, manage organizational change and handle transitions effectively. Exceptional project management skills with a track record of delivering high-impact results. Skill in evaluating performance, identifying areas for improvement, and implementing strategies to enhance effectiveness.

Cultural Competency: Strong commitment to social justice and an understanding of the challenges within a mission-driven organization. Experience designing and implementing programs that support a diverse and inclusive workplace culture.

Problem-solving and Analytical Skills: Expertise in identifying and addressing complex strategic issues. Proficiency in managing organizational transitions, developing creative solutions, and optimizing resource use. Strong skills in analyzing data and KPIs, assessing market trends, and supporting budgeting and financial forecasting.

Collaboration and Communication: Key member of the senior leadership team, contributing to strategic direction. Ability to build strong relationships, communicate effectively, and engage stakeholders. Excellent verbal, written, and presentation skills.

Client Partnerships: Engage with clients to understand their needs, providing expert advice and tailored solutions.

Personal Attributes: High emotional intelligence with a compassionate, values-driven approach. Strong alignment with the organization's mission and a passion for advancing social justice. Proactive, adaptable, and able to thrive in a dynamic environment.

Additional Requirements: Flexibility to thrive in a small, evolving nonprofit environment. Willingness to travel as needed and availability for occasional evenings and weekends. Other duties as assigned.

Benefits

- Competitive salary with performance bonus eligibility
- Comprehensive health benefits
- Paid time off and holidays
- Professional development opportunities



- Flexible, remote work environment

To Apply: Please submit your resume and a cover letter outlining your relevant experience and interest to Atyani Howard at atyani@promise54.org by October 11th, 2024.

Promise54 is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.