

THIS POSITION IS MADE POSSIBLE BY A GRANT AND IS A ONE-YEAR CONTRACT.

COMMUNITY FOUNDATION OF NORTH LOUISIANA (“CFNLA”) SEEKS A CONTRACTOR TO ASSIST WITH THE STRIVETOGETHER CRADLE TO CAREER NETWORK, KNOWN AS STEP FORWARD. THE CONTRACTOR WILL BE AN INDEPENDENT CONTRACTOR SUBJECT TO A CONTRACT WITH A TERMINATION DATE OF DECEMBER 31, 2023. PENDING RECEIPT OF ADDITIONAL GRANT FUNDING, AN ADDITIONAL CONTRACT MAY BE MADE AVAILABLE IN 2024.

Position Title: Continuous Improvement Manager

Department: Step Forward, an Initiative of the Community Foundation of North Louisiana

Reports to: Director of Special Initiatives

STEP FORWARD convenes community leaders and uses data to illuminate obstacles faced by children of color and those living in poverty. Through a shared community vision, Step Forward and its partners use evidence-based decision-making and collaborative action to make positive changes for North Louisiana.

CONTINUOUS IMPROVEMENT MANAGER

The Continuous Improvement Manager is responsible for overseeing and managing the collaborative work to advance equitable outcomes with partnerships to shift policies, practices, resources, and power structures toward Black, Indigenous, Latin, and Asian youth and families and those experiencing poverty.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage, coach, facilitate, and provide technical assistance to the Networks to achieve objectives and complete deliverables; build capacity and oversee progress on continuous improvement.
- Provide project management support and develop process improvement methods and tools to educate and support the Networks and other community partners.
- Develop and cultivate relationships with community stakeholders, including leaders in education, business, faith, nonprofit, philanthropic, and civic sectors.
- Create and execute multiple project action plans to support priorities as defined by the partnership.
- Supports the ongoing collaborative work of the partnership by filling a variety of support roles including the coordination of monthly meetings, events, and community presentations.
- Works closely with the Director of Special Initiatives to create and implement communication strategies at various levels of partnership including the core leadership team, working groups, business, non-profit, and education partners.
- Works closely with the Director of Special Initiatives to implement the data collection plan and develop the annual report for the community.
- Transcribe, read extensively, prepare, and analyze data and figures, and constantly operate a computer and other standard office machinery

KEY COMPETENCIES AND SKILLS

- Excellent communication (verbal and written), public presentation, and interpersonal skills.
- Work planning, project management, and organizational skills.
- Strong facilitation and effective problem-solving and collaboration skills.
- Ability to work independently and make appropriate decisions with limited direction.
- Flexibility to respond to emerging needs, creativity, and innovative thinking skills.
- Technologically proficient; ability to convey data and display information in graphic format.

CONNECTING: The Continuous Improvement Manager will play an integral part in developing youth and parent advisory panels, building bridges, and cultivating partnerships with civic leaders in communities. You are relationship-oriented and easily see how people, ideas, and actions are intertwined with each other.

- a. Role functions: Cultivate networks of trusted civic partners across various communities centered around collective action.
 - i. Collaborate and communicate regularly with diverse partners across schools, neighborhoods, and regions to ensure alignment of action.
 - ii. Co-convene and co-facilitate working groups among partners in a geographic location using principles of collective impact and results-based facilitation.
 - iii. Stay current and provide updates on knowledge of social issues locally, statewide, and nationally, including programmatic trends, promising practices, and public policy.

QUALIFICATIONS

- Bachelor's degree required. Two years of relevant work experience or a master's degree is preferred. Excellent facilitation and organizational skills: ability to manage details and work independently; excellent written and oral communication skills and strong interpersonal skills required.
- Proficiency in Microsoft Office applications, including Word, PowerPoint, and Excel is required. Include educational and equivalent professional and personal experience that would be required for this role.
- Candidate must pass a background check.

This contractual position does not include employee benefits of any kind. Contractor is responsible to pay or obtain at their sole cost: taxes, social security, federal and state income tax, and tax withholdings; worker's compensation, disability, unemployment, automobile, and liability insurance; and any other insurance that may be required by law. Contractor is solely responsible for submitting all required I.R.S. forms.

TO APPLY

Please send a resume cover letter addressed to Carla Burgos at info@cfnl.org with "**Continuous Improvement Manager**" in the subject line by **5 PM, Wednesday, November 30, 2022.**