

Managing Director (Full-Time)

The Center for Urban and Racial Equity seeks a Managing Director that will play a pivotal role in advancing CURE's work to dismantle institutional racism and create the conditions for racial equity through organizational, community and societal change. The Managing Director will work closely with CURE's president on all aspects of organizational strategy and management and will lead planning and implementation of research, project management, business development, evaluation and knowledge-sharing activities.

The Managing Director is a new role at CURE during an important juncture of our organizational development. The ideal candidate will have a strong creative and entrepreneurial spirit and experience leading research and policy advocacy initiatives with an explicit focus on addressing systemic racial inequities in housing, health, wealth and other social determinants. We seek someone with a deep drive for racial justice combined with multifaceted experience applying a racial equity lens to shape research, institutional and organizational change, public policy, and stakeholder collaborations and community partnerships. If this sounds like you and you're excited about the possibilities of working in a start-up environment where team-based collaborations provide a structure and platform to contribute to deeply meaningful and pressing work, we hope you'll consider joining our team.

Responsibilities and Possibilities

As our Managing Director, you will be responsible for:

Leading CURE's Urban Equity Portfolio

- Lead development of CURE's Urban Equity strategy including development of service offerings, policy agenda and partner and business development
- Design, manage and implement research and policy initiatives that further understanding of drivers and effects of urban racial inequities and surface and amplify solutions and strategies for eliminating these inequities
- Build supportive and collaborative relationships with advocacy organizations, grassroots activists and funders to understand research needs and develop responsive research products in support of movements for racial justice
- Effectively communicate research findings and policy considerations tailored to stakeholder priorities and information needs (e.g., writing reports, blog posts and opinion pieces and hosting webinars)
- Develop, launch and manage new Urban Equity Accelerator including coordination with CURE team members on program goals, curriculum, workshop facilitation, participant recruitment, implementation and evaluation

Serving as an Organizational Strategy, Operations, Learning and Evaluation Leader

- Serve as a leader and partner in monitoring and providing strategic guidance and advice to CURE's president on organizational strategy and operations
- Provide senior-level representation at key client interface situations (e.g., kickoff meetings, mid-term and final engagement sessions, quality control and service delivery meetings).
- Oversee overall client portfolio management and ensure continuous quality service delivery and improvement, learning and knowledge sharing through planned and ad-hoc evaluation processes (e.g., reviews of pre- and post working group surveys, dialogues with CURE team members and client partners), conference presentations, webinars, peer learning exchanges and written products
- Develop and monitor organizational and project budgets
- Implement hiring, HR, and culture-building practices that center equity, power sharing and inclusive communications and decision-making
- Work proactively with CURE team members to identify opportunities for collaboration and to ensure policy and research efforts complement other work streams across the organization

Ensuring CURE's research projects and activities are methodologically sound and appropriately staffed:

- Provide general oversight and coordination of organizational change research activities (e.g., focus groups, surveys, data analysis) in partnership with CURE program managers and consultants, providing direction, review, editing and approval of research products including client reports and CURE-initiated research reports, issue briefs and toolkits
- Hire, manage and coach research staff and consultants--establishing clear goals, assigning and adjusting priorities and fostering collaborative team relationships
- As needed, facilitate focus groups and conduct in-depth interviews
- Lead organizational efforts to ensure that all communications, advocacy, and policy work is grounded in sound research, data and framing

Partnering with CURE President to lead business and fund development:

- Respond to business development and funding opportunities, lead exploratory partnership meetings, and draft and submit proposals
- Proactively identify and pursue new client partnerships or business opportunities through networking and relationship building, proposal development and presentations
- Manage contracting, onboarding and smooth transition of new partnerships into project and client management lifecycle

Organizational Relationships

The Managing Director will report to CURE's President and will manage a research program manager, project coordinator and consultants. As needed, the Managing Director will coordinate and manage projects led by CURE's communications, training and facilitation team members and consultants.

Desired Candidate Profile

The person hired for this position is a collaborative leader and self-starter who will bring a creative and impassioned approach to CURE's mission. You have a track record of developing and launching high-stakes initiatives, proven experience managing and coaching a diverse team, and are able to work in close and productive partnerships with CURE colleagues and with organizational and policy leaders, public officials and advocates at the local, state, and national level. You are reliable, flexible and able to deliver results in a fast-paced environment. Strong grounding in history, anti-racism, intersectionality and community-driven participatory frameworks are also key to thriving in this position.

Experience

- Minimum of 5 years of experience in a mix of nonprofit and public sector, project-based environments including national nonprofits, think tanks, government, university research, or consulting services
- Advanced degree (PhD preferred) in sociology, urban planning, public health, public policy, political science or a related field
- At least two years of experience managing and coaching employees and project staff
- Deep knowledge of racial equity and anti-racism strategies, especially as they relate to health, housing and community development
- Experience advising and working closely with organizational leaders to make confidential, sensitive and strategic decisions
- Lived experiences of oppression as a Black, Indigenous, Latinx, person of color; LGBTQ person; family background of poverty, immigration, homelessness and/or other marginalized status

Research, Analysis and Project Management Skills

- Ability to proactively identify policy and research trends, identify gaps, and activate an appropriate policy, research, or implementation response
- Expertise in qualitative and quantitative data collection techniques including online surveys, focus groups and in-depth interviews
- Ability to conduct and/or manage projects requiring statistical analysis; and can critically examine quantitative data and work with statisticians to address methodological concerns and ensure data integrity

- Ability to communicate complex technical findings in a succinct and easy-to-understand manner using captivating language meant to engage the public
- Demonstrated ability to meet commitments on time and within budget

Strategy and Communications Skills

- Strategic thinking, problem solving and analytical skills including the ability to analyze organizational challenges and opportunities, equity considerations in various scenarios, and public policy implications and impacts on Black communities and low-income communities of color
- Inclusive leadership skills (e.g., cultural humility, power-sharing, trust, transparency) to confidently manage, provide feedback to, and coach highly skilled people of color
- Superb writing and presentation skills
- Ability to develop strong partner and business relationships
- Strong outreach and fundraising capabilities including speaking and writing to client and donor audiences
- Experience leading and facilitating discussions and trainings on race, racism and policy advocacy strategies
- Ability to respond to media inquiries and engage non-technical audiences

What to Expect

- Virtual/remote team-based environment
- A full-time, fixed-term position for 14 months with the goal of extension to a permanent position, contingent on performance and additional funding.
- Willingness and ability to travel up to 30-40%, dependent on project work, to conduct and attend meetings and represent CURE. (All CURE meetings and trainings are currently being conducted virtually due to COVID-19. Travel is assumed once it is safe to resume in-person meetings.)
- Start-up environment with all-hands on deck approach shared across team members.
- Flexible schedule and generous paid time-off
- High feedback and learning culture including regular meetings and discussions focused on how we practice racial equity as a team, as change agents and as collaborators with other organizations and client partners.

Compensation

\$70,000 plus benefits

How to Apply

Submit a cover letter, resume/CV and two writing samples (e.g., research report or issue briefs) by Friday, October 9, 2020 at: <https://airtable.com/shrbq6Xd4snG4k909>.

People of color and LGBTQ candidates strongly encouraged to apply.
Anticipated hire date is October 30, 2020.