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Fathers & Families of San Joaquin: Administration Department

Our mission: To promote the social, cultural, spiritual, and economic renewal of the most vulnerable families in Stockton and the greater San Joaquin Valley.

About Fathers & Families of San Joaquin:

FFSJ is a progressive, solution oriented community organization working on the front lines of racial justice, community healing, trauma-informed care, community re-entry, and education equity in the City of Stockton, the surrounding San Joaquin Valley and throughout California. FFSJ provides socially- and culturally-relevant human services that help build a foundation for intergenerational healing and leadership. FFSJ mentors community members to work in unity with other organizational partners to end wide spread poverty, employment disparities, inadequate access to public health services, and high rates of incarceration in communities of color. The organization has been recognized as a leader in alternative interventions and programs to reduce recidivism among formerly incarcerated men of color, and for innovative youth development approaches focused on healing, culture and community leadership. FFSJ recently expanded to include a Trauma Recovery Center, one of 11 in California, and is poised for more rapid growth in the years ahead.

TITLE: Deputy Director

REPORTS TO: Executive Director

About the Position:

The Deputy Director (DD) will work alongside the founding Executive Director (ED), and the Policy & Resource Director, to further establish and implement additional management practices to guide ongoing staff development and grow collective program impact. This new position will help FFSJ further develop the internal capacity to maintain its current growth trajectory and sustain program excellence during periods of expansion. The DD will be responsible for building upon and leading implementation of FFSJ's *Plan for Strategic Praxis*, to establish a well-managed social justice organization centered on intergenerational leadership. The DD will help oversee daily operations as the ED begins to shift more time towards external leadership functions. A key component of this position is managing and directing FFSJ's Stockton Trauma Recovery Center. The Stockton Trauma Recovery Center (STRC) is designed to increase access of trauma informed mental health treatment, comprehensive clinical case management and culturally relevant services for victims of violent crimes who are vulnerable and have traditionally not been adequately served. The STRC will develop a comprehensive framework and cross-system collaboration between residents, system leaders, health care providers and city level officials that will create a strong referral system, will reduce community violence and promote the holistic, culturally-relevant treatment of trauma caused by

crime. The DD will be responsible for directing and operating the Trauma Recovery Center by fulfilling the following duties:

- Manage TRC staff and orient incoming staff
- Follow and enforce TRC policies and procedures
- Manage and oversee that services and follow up care are being delivered to clients
- Direct and oversee outreach strategies
- Compile data, complete quarter reports and annual reports
- Assist in grant renewals
- Oversee Grant deliverables are being met
- Establish and develop external communications
- Responsible for fund developing strategies and expanding services

This is a wonderful opportunity for a proven leader with demonstrated social justice values and experience in a nonprofit setting, to help FFSJ deepen its impact through greater internal capacity.

This position is based in Stockton and will require occasional travel within the Greater Bay Area and throughout Central California.

PRIMARY RESPONSIBILITIES:

Staff Culture and Development:

- Cultivate the values of FFSJ within the organization
- Strengthen and expand human capital development and a “coaching through healing” culture within FFSJ
- Develop and implement mentoring and supervision practice guidelines for program directors and other senior staff
- Work closely with Management Assistant to upgrade human resources functions including: new staff orientation, skills training, professional development, compensation and benefits, employee relations, performance evaluation and recruiting
- Establish and develop unified communications and reporting protocols, practices, and systems across programs and throughout the organization

Organizational Performance:

- Structure and guide program teams to deliver effective, culturally-informed programs, community services, direct interventions, and campaigns
- Maintain, monitor and enhance accountability systems through periodic program review, organizational goal setting, individual and group check-ins with staff, and a process of annual evaluation
- Provide recommendations for annual budget projections and offer revisions to program and departmental budgets based on performance and organizational need
- Collaborate with the ED and the Policy & Resource Director to set policy goals that align with program services, assist in guiding staff implementation of strategic policy change campaigns, and ensure adequate staff support to bring about desired policy outcomes

Management and Leadership:

- Structure and lead administrative and program teams, including facilitation of

- regular team meetings
- Supervise direct reports including: Program Managers, Accountant, and Management Assistant
- Make recommendations for hiring, firing and staff retention based on program performance, individual supervision, and fiscal projections
- Collaborate with ED to prepare reports and updates for board meetings
- Represent FFSJ in public meetings, at professional conferences and other public events as requested by ED

Finance and Resource Development:

- Collaborate with ED, Policy & Resource Director, and Accounting staff to develop and monitor annual operating budget
- Guide staff development to use budgetary and fiscal information to inform program management decisions and meet program goals
- Work with ED and Policy & Resource Director to expand revenue from private foundations and government agencies through strategic identification, review and pursuit of new funding opportunities and announcements
- Collaborate with the ED and Policy & Resource Director to maintain and cultivate existing funder relationships and develop new relationships with private foundations
- Collaborate with the ED and Policy & Resource Director to ensure completion of high-quality, timely written proposals and contract bids
- Oversee, review and strengthen internal data collection practices and reporting process for grant awards and government contracts

KEY QUALIFICATIONS:

- Social Justice and Community Orientation – history and experience working to advance social justice; a leader with understanding of intersectionality and sensitivity to dynamics of race, gender, oppression and inequity; a passionate advocate for social change; a collaborative and inclusive decision-maker; a deep understanding of marginalized communities in California; commitment to LGBTQ+ inclusive practices; places a high value on youth leadership and positive youth development; values asset-based approaches; understands systems-impacted young people as “high opportunity” youth with skills and knowledge, rather than “at risk” youth in need of being “fixed”; strong commitment to healing-centered strategies and trauma-informed approaches.
- Capacity Building – ability to effectively build organization and staff capacity; developing a diverse, passionate workforce and the processes that will ensure the organization runs smoothly.
- Leadership and Organization – exceptional capacity for managing and leading people; a team builder who has experience in working to develop internal staff competencies; ability to connect with staff both on an individual level and in large groups; capacity to enforce accountability; is fair and thoughtful about disciplinary actions; develop and empower diverse, passionate leaders from the bottom up and still lead from the top down; cultivate staff problem-solving, and learn the strength and weaknesses of the team so as to put people in a position to succeed.
- Action Oriented – enjoys working hard and looks for challenges; able to act and react as necessary, even if limited information is available; not afraid to take charge of a situation; can overcome resistance to leadership and take unpopular stands when necessary.
- General Management – thorough understanding of finance, systems, and HR; broad experience with the full range of business functions and systems, including strategic development and planning, budgeting, business analysis,

finance, information systems, human resources, and marketing; strong expertise in the utilization of Microsoft Office software applications, database management, and management of staff work plans to ensure prioritization of tasks are in alignment with contract deliverables and timelines.

- Resource Development – familiar with proposal writing process, experience working with program officers and staff from private foundations, experience with grants management, and an ability to think strategically about funding choice and programmatic goals in order to operationalize proposals when awarded.
- Solid Educational Background – undergraduate degree required; Masters degree in a field relevant to the work of the organization highly desired.
- Spanish fluency not required but highly desirable.

FFSJ is an equal opportunity employer committed to a diverse and inclusive workplace. People of Color, women, LGBTQ+ individuals and people with disabilities are strongly encouraged to apply.

Compensation: Based on skills and experience

Process to apply: Please send a resume, thoughtful cover letter, and contact information for 3 references to CaseyAnn Carbonell, Management Assistant, at ccarbonell@ffsj.org. Please use subject line “Employment Application” in email.