



## **Interim Director Position Announcement**

**Start Date April 2019, Applications accepted on rolling basis until filled**

RoadMap's mission is to strengthen social justice organizations and the social justice sector through capacity building, peer learning and field building. We envision a social justice sector with the power to have a transformative impact upon our society. We seek to orient resources and support around social movement activity that centers racial, gender, disability, economic, and environmental justice.

RoadMap is network of 80+ consultants across the country who each has an average of 10 years of experience as consultants and coaches in the social justice field and many more years of experience as leaders of social justice organizations. We bring a range of skills and a diversity of race and ethnicity, class, sexual orientation, gender identity and geographic backgrounds that is rare in the consulting field. RoadMap is a fiscally sponsored project under Common Counsel Foundation. For more information, see <https://roadmapconsulting.org>.

**About the Position:** The Interim Director will work with the Operations (Ops) Team, the Transition Committee (TC), and the Transition Consultant to guide Roadmap through a multi-layered transition period while also focusing on Fund Development, Project and Budget Management, and Client and Consultant Relationships. We expect this position to be a full time salaried position for 9-12+ months. Ideal start date April 15, 2019.

### **RESPONSIBILITIES**

#### **Transition Management:**

Work closely with the Transition Committee to plan and execute transition related activities, including:

- Partner with the Transition Consultant to co-design, support and facilitate the transition of leadership, structure and practices as appropriate.
- Inspire confidence and optimism in the ability to achieve a successful leadership transition.
- Partner with Operations Team, Transition Committee (TC) and the Interim Policy and Advisory Committee (IPAC) to assess the needs and opportunities to strengthen RoadMap during the transition, and plan for permanent leadership.
- Serve as a thought and planning partner to ensure effective coordination of all transition related activities.
- Support the Operations Team and other RoadMap leaders in managing the dynamics and impact of the leadership transition, including helping build spaces and processes that facilitate creativity, healing and generative thinking.

#### **Collaborative Leadership:**

Maintain full functioning of the network while advancing internal and external projects. This work is done primarily virtually and through a partner-based model of shared leadership with the Operations Team. The Director role includes supervising several staff and contractors, as well as interacting with other leadership bodies of RoadMap members.

- Work with Ops Team to ensure all systems are on track and supporting the clients and the network. This includes marketing; client and consultant communications; learning and field building, network engagement.
- Work closely with Project Manager to oversee the day-to-day work: plan and share facilitation of meetings, communicating regularly, and developing/reviewing reports.
- Meet with the various teams on a regular schedule to support their respective work areas and how they tie together.
- Support each ops team member on aligning work-plans and being a thought partner to their area of work: Network Engagement, Racial Justice Action Team (RJAT), Special projects such as Weathering the Storm (WTS); the My Healthy Organization (MHO) and Our Healthy Alliance (OHA) assessments, and accounting.
- Oversee special projects as appropriate.

#### **Fund Development:**

Maintain and develop funding relationships during the Transition period, sharing relationships with designated Ops Team members to ensure shared leadership and continuity.

- Pursue, cultivate partnerships with and funding from a range of foundations.
- Serve as primary liaison with funders. Maintain (proactive and responsive) communication with current 10+ funders.
- Write, review, and contribute to grant applications and reports
- Coordinate with fiscal sponsor Common Counsel to review grant awards and RoadMap commitments.

#### **Client and Consultant Support**

- Work with funders, partners, alliance cohorts and clients to develop unique projects to meet their capacity building goals and fiscal requirements.
- Coordinate with Project Manager and Project Leads to ensure that client engagements and special projects are functioning at capacity and consultants are engaged and know what they need to know.
- Support client intake and matching offering consultant hands-on help as needed
- Advise/mentor members about client engagements, client and consultant troubleshooting, team coordination, scope review, problem solving
- Cultivate prospective clients/alliances
- Launch webinars for new cohorts when appropriate

#### **QUALIFICATION FACTORS:**

- Previous experience as an Interim/Temporary or Acting Executive Director, demonstrated knowledge of the theory and practice of leadership transition and change management.
- Experience in capacity building as practitioner or intermediary, experience building capacity in organizations and networks including conducting organizational assessments, realistic engagements, and building consultant best practices.
- Demonstrated collaboration and shared leadership skills and experience; ability to quickly build connections and become part of a team, including valuing and demonstrating a high level of transparency.
- Fund development acumen and success; funder relations skills.
- Knowledge of fiscal sponsorship, and budget management skills.
- Experience navigating complex systems; thrives in and enjoys this complexity including managing projects with many moving pieces and working within changing and ambiguous situations. Exceptional problem solving skills.

- Demonstrated ability to work in multi-racial, multi-cultural group; experience working in and with groups actively engaged in strengthening their racial equity work, ability to navigate complex dynamics related to race, gender and equity
- Strong interpersonal skills, including communication (written and oral) and conflict resolution skills

#### **Additional Background:**

RoadMap exists to provide this support through [high-impact, relevant and integrated consulting services](#). As a team of capacity-builders that come out of social justice and movement-building, we understand the organizational goals, strategies, structures and cultures particular to social justice organizations. As such, we are able to engage deeply with clients to provide precisely tailored capacity-building that fits their needs. In doing so, RoadMap helps fill a broader need in the social justice sector: The need for relevant organizational development and coaching support applied through [a framework that both embodies and advances social justice](#). In addition to client engagements, RoadMap also runs several programs including [Weathering the Storms](#), and the [Beacon](#) projects; and engages our network members in peer learning, tool development and mutual support.

RoadMap is a fiscally sponsored program of [Common Counsel located in Oakland, California](#). Location of the Interim Director position is flexible. Operations Team members are located across the U.S. and work from 5-30 hours per week to oversee the network's day-to-day operations and collaborate with the Director with thought leadership and support in setting strategy and priorities for RoadMap. Travel required approximately 2 days per month for RoadMap planning and fundraising. Start Date April 15, 2019 or soon as possible.

**Compensation:** \$90,000 FTE negotiable based on experience plus benefits.

**Applications accepted on rolling basis until filled.** To apply for the interim Director, please submit a resume, cover letter, writing sample, three or more references, and your salary requirements.

Send Inquiries to: **RoadMap Transition Committee**, [info@roadmapconsulting.org](mailto:info@roadmapconsulting.org)