



Join Our Team!
We're Hiring a Community Partnership Director

Reports to: Executive Director

Employment Status: Salaried, full-time exempt with some weekend and evening time required.

Location: Poughkeepsie, NY: Hybrid position (requires both remote and in-person activities). May include national travel 1-3 times per year.

Compensation: Annual Salary Range is \$75,000-80,000. Comprehensive benefit package includes medical, dental, vision and generous PTO.

Application Deadline: Open until filled; applications received prior to March 5, 2024 will be prioritized for the first round of review. After March 10, applications will be reviewed on a rolling basis until the position is filled.

About the Poughkeepsie Children's Cabinet

Children's Cabinets are a collective impact model that reimagines youth development systems through cross-sector collaboration that centers youth and families' needs across education, economic, health, the built environment, and broader community context.

The Poughkeepsie Children's Cabinet was formed in 2019, an outcome of the gathering of over 20 civic leaders at Harvard University to discuss longstanding issues of educational disparities and intergenerational poverty that impact the lives of children, youth, and families in Poughkeepsie. At the conclusion of the summit, the Mayor and the Superintendent of the Poughkeepsie City School District agreed to launch and co-chair the Cabinet. A first-of-its-kind partnership and social compact was formed between the city government, public school system and key public and private anchor institutions.

Our inaugural Executive Director was hired in fall 2023, and in Spring 2024 the Poughkeepsie Children's Cabinet will launch its Cradle to Career Pipeline, fully activating Phase I of our 10-year Strategic Plan. We are guided by our Northstar, that by 2033 over 5,000 City of Poughkeepsie young people and their families will be connected annually to transformative cradle-to-career opportunities that place them on pathways to postsecondary completion and socioeconomic mobility. A key part of the Cabinet's growth has been its ability to attract national partners to help rapidly scale its capacity and impact. Pivotal partners in the Cabinet's work to date include membership in the national [Strive Together Network](#), the [EdRedesign Lab](#) at the Harvard Graduate School of Education; the [Children's Funding Project](#); and the [William Julius Wilson Institute](#) at the Harlem Children's Zone.

The Current Opportunity

As the Community Partnership Director of the [Poughkeepsie Children's Cabinet](#), you will work closely with community leaders across the city of Poughkeepsie from nonprofit, business, and grassroots sectors, as well as

partner with city, county and school district leaders to align city-wide work and create meaningful change for Poughkeepsie youth.

The Community Partnership Director is responsible for the successful implementation of the Cradle-to-Career Pipeline to shift community-wide resources and supports from existing silos to build opportunities at each stage of a child's development and a comprehensive out-of-school time ecosystem that connects families with holistic resources. Addressing resource access, program quality, talent development, and organizational capacity necessary to scale opportunities, the Community Partnership Director will work with local partners to create program-level alignment and systems-level change in policy, practice, and resources.

Essential Responsibilities

Backbone and Partnership Role

- Actively partner with the Executive Director to support the implementation and evolution of the Poughkeepsie Children's Cabinet Strategic Plan;
- Responsible for developing and maintaining relationships with all stakeholders, particularly direct service providers, ensuring that all members receive timely communications and are abreast of all Children's Cabinet efforts;
- Support the Cradle-to-Career Pipeline as project manager and facilitator, including supporting meeting preparation, facilitation, data and report preparation, and partnership engagement;
- Onboard new Pipeline members to create common understanding of Pipeline goals, progress, program agreements, responsibilities, benefits, and impact;
- Advance program quality goals, including but not limited to the adoption of Poughkeepsie Quality Standards, self-assessment process, and eventual external assessment protocol and results;
- Support the development, maintenance and reporting of program level and system level data indicators, and present to multiple stakeholders, including community partners to achieve program goals.
- Coordinate research and other activities with Pipeline partners to minimize redundancies and to align strategies and actions, including conducting individual outreach and education as needed;
- Convene, coordinate meeting logistics, manage & facilitate select Leadership Council Action Groups;
- Provide backbone and project management support for collaborative initiatives.

Sustainability and Operations Role

- Provide all requested program content and data to elevate impact reporting in support of funding proposals and reports, communications to targeted audiences, and strategic partner engagement.
- Actively participate in the annual Pipeline program budgeting process and manage expenses for pipeline activities and action groups to operate within the approved budget.
- Strengthen, maintain, and support internal systems and processes.
- Actively contribute to critical Children's Cabinet events and projects within the community and with external audiences.
- All other duties as assigned by supervisor.
- This is a new role and may include direct report(s) at a later date.

Experience and Background

- Bachelor's degree in nonprofit management, education, public administration or related field,
- **OR** associates degree plus a minimum of 7 years in leadership roles within nonprofit or education institutions with demonstrated progressive leadership roles and responsibilities.
- **OR** high school diploma plus a minimum of 10 years in leadership roles within nonprofit or education institutions with demonstrated progressive leadership roles and responsibilities.
- Three to five years of relevant experience in managing complex professional relationships with a broad group of constituents as part of larger coalition building.
- Three to five years relevant experience building and maintaining action-oriented partnerships with a track record of taking projects from idea phase to full execution.
- Demonstrated commitment and work towards diversity, equity and inclusion in internal and external communications, program facilitation, and process design.
- Demonstrates balance of the urgency of our mission and results-orientation with compassion and grace to colleagues and partners.
- Demonstrated comfort working in communities with high concentrations of poverty and success in elevating and highlighting community joy, strengths, and assets.
- Demonstrated understanding of soliciting community input and incorporating it into strategies to promote community impact.

Skills and Knowledge:

- Advanced skill in convening and facilitating diverse groups of people to develop group goals, commitment, shared accountability with the ultimate goal of moving to action and results;
- Advanced knowledge of youth development principles and youth program administration;
- Demonstrated ability to successfully manage relationships with stakeholders from a broad cross-section of the community with a strong ethic of customer service, respect and integrity, and;
- Strong intercultural communication skills, verbal, non-verbal and written, with a demonstrated ability to communicate complex information in a clear and concise manner to multiple audiences.
- Understanding continuous improvement process models and data utilization.

Additional, preferred qualifications:

- Bilingual in spoken and written English and Spanish;
- Experience working with the collective impact model;

Qualified applicants that do not meet 100% of listed qualifications, skills, or experience are encouraged to apply.

The Poughkeepsie Children's Cabinet provides equal employment opportunities (EEO) to all employees and applicants without regard to race, color, ethnicity, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status or any other protected characteristic as established by applicable law. We seek to build a diverse staff representative of the communities we serve.