



## Director of Professional Development JOB DESCRIPTION

**Position:** Director of Professional Development

**Reports to:** Chief Program Officer

**Summary/Background:** For 16 years, Red Hook Initiative (RHI) has been a leader in place-based social change, nurturing young people in Red Hook, Brooklyn, to be inspired, resilient and healthy, and to envision themselves as co-creators of their lives, community and society. Our model prioritizes youth development, community building and organizing, and community hiring to strengthen Red Hook's future, interrupt cycles of injustice and racial inequity, and build hope.

The Director of Professional Development is a member of RHI's core leadership and has responsibility for supporting staff stability, success and growth in two primary ways: 1) building RHI Institute, a three-pronged professional development program designed to confront and reduce barriers to professional advancement that are rooted in systemic inequities; and 2) ensuring that RHI's recruitment, hiring and performance review practices create a culture that attracts, retains and supports exceptionally talented staff.

### **Responsibilities:**

#### **Oversee Professional Development and Training through RHI Institute**

- Analyze and anticipate organizational and programmatic needs to develop and run regular staff trainings and retreats.
- Incorporate best practices from the field of youth development and trauma informed practice.
- Design, maintain, oversee and evaluate an annual professional development program initiative and budget for training opportunities for RHI staff.
- Facilitate trainings, design workshops, and outsource to external trainers (including developing RFPs and negotiating rates) as appropriate.
  - o Topics covered include racial equity, time management, mental health preparedness, growth mindset, and strength-based youth development strategies.

- Ensure that RHI's core values and mission are woven into trainings.
- Coach supervisors through their oversight of supervisees' professional goal-setting and benchmarking.
- Work with program managers to ensure compliance with any funding requirements around training.
- Oversee the growth and execution of the RHI Fellowship, a competitive 8-month program to provide work experience to young professionals from Red Hook demonstrating interest in nonprofit sector careers.
  - o Develop, refine and implement fellows recruitment, interview and selection process
  - o Recruit, liaise with and coach mentors (internal and external)
  - o Design, coordinate, and deliver weekly workshop for fellows
  - o Support post-fellowship employment placements
  - o Develop relationships with local, citywide, and national industry leaders to develop capacity building partnerships.
- Oversee the growth and execution of RHI's Career Accelerator program, an annual cohort of RHI staff with stated career goals (application required).
  - o Develop, refine and implement monthly curriculum, including guest speakers
  - o Recruit, liaise with, and support mentors (external)
- Coordinate activities and goals of RHI Institute Advisory Committee (consisting of RHI board and non-board members).
- Establish measurement mechanisms to evaluate the effectiveness of all professional development efforts.

### **Support Hiring and Performance Evaluation Processes**

- Work closely with Director of Operations to manage effective recruiting and hiring practices, from job description development through onboarding and offboarding, to ensure smooth transitions.
- Work closely with Director of Operations to evaluate and promote RHI's benefits package (such as health insurance and retirement accounts)
- Work closely with Director of Operations to manage performance review process (currently 2x/year) and ensure proper attention is given to supporting employees' growth/challenges.

### **Provide Strategic Direction and Leadership**

- Work with senior managers to determine trajectory of organization and to think through key hiring decisions

- Support the alignment of capacity building and program strategy development.
- Assist senior managers in creating guidelines and policies that integrate RHI's values, both as they are outlined formally in the employee handbook and as they are lived and experienced in practice.
- Foster a team-oriented, supportive, accountable work environment at RHI.
- Represent RHI at local events, community gatherings, or workshops and trainings.
- Contribute to written reports, proposals, and internal and external communications.

### **What We're Looking For:**

RHI is looking for a leader with excellent communications and problem-solving skills. The Director of Professional Development has a track record of creating professional development programs that build capacity and foster a learning environment that is grounded in youth and community development priorities. This person has implemented practices that attract and support talented staff and build a culture of growth, in particular among local resources that are often historically underrepresented in positions of leadership. This position requires the following:

- At least five years of experience adeptly designing and facilitating workshops and groups that respond to evolving staff needs.
- At least five years of experience leading trainings with capacity building outcomes and program impact.
- At least five year years of supervisory experience, with an emphasis on coaching staff through career transitions and meeting stretch goals.
- Ability to work independently and within multi-disciplinary teams.

### **To Apply**

Please email a cover letter and resume to [barrie@rhicenter.org](mailto:barrie@rhicenter.org) with "Director of Professional Development" in the subject line.