



ASSISTANT DIRECTOR FOR YOUNG ADULT SERVICES
(Salary Range \$72,950 - \$92,950 with benefits + flexible schedule)

DEVELOPING THRIVING COMMUNITIES

DevNW and our CDFI partner, Community Lending Works (CLW) are fostering vibrant, inclusive communities by prioritizing housing, asset development, wealth building, and small business development. To do this work, we are deconstructing pervasive systems of oppression such as racism, classism, or sexism that maintain persistent disparities and perpetuate deep imbalances in power, opportunity, and wealth.

The Assistant Director for Young Adult Services' critical contributions to this work are the following:

- **Ensure that DevNW is successfully partnering with youth and young adults (ages 16-24) on their successful transition to stable adulthood by providing leadership, oversight, and strategic planning for a suite of services that include rent assistance, housing navigation, case management, financial literacy and credit building, and referral to additional services.**
- **Cultivate a collaborative, effective, and supportive team (currently 6 members) that is well-positioned to support young adults by providing coaching and supervision, prioritizing professional development, and fostering leadership and accountability within each position.**
- **Ensure continued and stable funding for these services by managing contract compliance (including financial and outcome deliverables) and collaborative partnership with key funders (including county, state, and federal).**
- **Advance diversity, equity, inclusion and justice work to ensure equity and a human-centered lens are foundational in service delivery, with a focus on access for marginalized and historically disinvested communities.**
- **Advance cross-collaboration amongst DevNW and CLW programs to connect our Young Adult transitional services to wider organizational goals.**

To excel in this position, you will need these essential lenses:

- Belief that youth and young adults are capable, whole humans, and that DevNW's role is not paternalism but rather of collaborating with youth to identify their goals, remove barriers, and access resources.
- Understanding the youth and young adults engaged in DHS/OYA systems or experiencing housing instability are more likely to be from communities of color and/or the LGBTQIA+ community, due to lived experience with systemic racism, homophobia, transphobia, etc. – and that for DevNW to effectively partner with youth, we must acknowledge this reality and center/affirm their social identities.
- Deep understanding of systemic barriers within the worlds of affordable housing, basic needs services, health systems, and wider supportive service networks, and a lens that seeks to identify and dismantle barriers at every level rather than accepting them as inevitable.
- Commitment to shared accountability in service to, with, and for the communities we serve; DevNW doesn't exist for DevNW; we exist to provide a positive impact in our communities.

It is CRITICAL that you have...

- 5-7 years of progressive leadership experience in a social service program that includes direct case management, including demonstrated experience managing significant grants and contracts and providing supervision for a staff team.



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Note: Any combination of education and experience that provides the required knowledge and skills qualifies. Examples might include:

- *A master's degree and 3 years of progressive management responsibility in a related field with proven impacts in serving BIPOC communities;*
- *A bachelor's degree and 4+ years of progressive experience with proven impact;*
- *5+ years of high-level management and leadership experience with proven impact.*
- Experiencing establishing budgets and monitoring financial activity for multiple programs and at the department level;
- Experience providing supervision, coaching, and professional development for direct service staff, especially those working with trauma-impacted clients;
- Commitment to diversity, equity, inclusion, and social justice, including a commitment to ongoing personal and organizational growth in these topics; experience identifying and deconstructing white privilege culture in an organizational setting and/or experience building proactively inclusive culture;
- Experience bringing together (and being accountable to) multiple stakeholder agencies/funders/collaborations and working collectively toward a common goal, including ensuring that the services you oversee align with community-driven strategic plans.
- Experience navigating (and helping team members navigate) education, social service, workforce, and/or other complex systems; ability to identify and recommend changes to systemic barriers or misalignments; commitment to advocating for innovation and systemic improvement to reach better client results.
- Excellent oral and written communication skills, including the ability to speak in public before groups.
- Ability to work under pressure, maintain a sense of humor in a high-stress environment, manage a busy workload efficiently, and balance competing deadlines and priorities.
- Ability to maintain equal levels of professionalism, compassion, encouragement, and boundaries while helping vulnerable clients (and ability to coach direct service staff on same).
- Ability to travel and have a driver's license with reliable transportation

Example tasks/responsibilities for the Assistant Director of Young Adult Services:

- Provide supervision and coaching for direct service staff, including leading regular individual check-ins and team meetings.
- Develop and maintain partner relationships for robust partner/service networks, including direct outreach to partners across multiple counties.
- Ensure accurate and timely grant reporting for various organizational funders.
- Ensure consistent, quality service provision by regular review of internal practices and client outcomes; verify quality grant reporting by regularly reviewing case notes and data entry for accuracy.
- Participate in local and statewide stakeholder conversations to align our work with community goals, and



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discuss best practices, challenges, and lessons learned.

- Identify issues and trends affecting residents and housing program clients and communicate your observations (as well as potential program updates/changes) to Chief Program Officer for strategic planning purposes.
- Facilitate client and resident connections to other DevNW programs that augment asset-building services, including but not limited to IDAs, credit builder loans, and other programs.
- Maintain a high level (and constantly improving) level of expertise about resident services; trauma-informed practices; diversity, equity, inclusion, and justice; service delivery best practices; network of social service providers; culture of poverty issues and other areas of knowledge necessary to ensure the highest level of service provision excellence; share expertise with other DevNW staff.
- Advance diversity, equity, inclusion, and justice internally as a team leader and externally in our public-facing work. Continue to improve programming to support repairing and reviving asset building for historically disinvested communities.
- Support grant writing team as needed to ensure program sustainability; craft narrative sections that tell the story of our young adult services.

It is GREAT if you have...

- Strong preference for direct experience managing programs serving transition-age youth and young adults, as well as experience with federal contracts;
- Experience developing and implementing new programs, including establishing budgets, securing funding, creating and implementing policies and practices to meet program goals, etc.
- Previous experience in case management with vulnerable populations and/or families living in poverty;
- Experience cultivating high-level partnerships and collaborations and/or funder relationships.
- Conversational and written fluency in Spanish.

It is a BONUS if you also have...

- Lived experience as a low-income individual and/or as a member of a community that has faced historical barriers to housing, asset building, small business development, etc.;
- Experience working with people experiencing trauma and/or trauma-informed principles.
- Ability to cultivate emerging leaders within the organization.

Apply for this opportunity to support DevNW's suite of programs and services by providing an introduction letter detailing your interest that includes the following by August 25, 2023 to careers@devnw.org:

1. Describe how your journey thus far has prepared you for the Critical Contributions of this position.
2. Detail your experience and approach in the following areas: Grant management, including assessing grant opportunities, effective budget oversight, ensuring compliance, and supporting program staff in implantation.
3. Current resume



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DevNW is an Equal Employment Opportunity Employer. All qualified persons are encouraged to apply. Applications for employment will be considered without regard to race, color, national or ethnic origin, religion, gender, gender identity, sexual orientation, marital status, age, disability, and any other characteristic protected by applicable law.

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you meet key qualifications for the job, and believe you would be the best fit, we would encourage you to apply; please use your cover letter or introductory email to explain how you will accomplish parts of the job for which you have less experience. If you are unsure whether you meet the qualifications of this position, please feel free to contact us.

DevNW values diversity and supports a welcoming, inclusive environment where all of our employees can thrive. We value a workforce that is representative of the communities we serve.

