



2521 ST. PAUL STREET, BALTIMORE, MARYLAND 21218
(410) 235-2210

Position Description

Position: Director of Organizational Performance & Equity

Hours: Full-time, exempt employment; involves working some evenings and occasional weekends

Description: The Director of Organizational Performance & Equity is responsible for helping to improve performance by supporting effective data management and goal-driven, evidence-based practices utilizing an equity lens. The position will realize the organization's strategic vision and oversee human resources (HR/recruiting, mentoring, career progression). This staff member provides support to staff and leadership on the development and implementation of programs and initiatives that support equity, culturally responsive programming, anti-bias work, inclusion, and diversity. This position works closely with the Executive Director and the Board of Directors and serves as a member of the VLP leadership team.

Reports to: Executive Director

Responsibilities:

Goal-Setting and Evaluation:

- Participate in strategic planning, organizational goal-setting, and the communication of goals across departments and programs
- Partner and consult with fellow staff, board of directors, and other community stakeholders to identify areas for improvement
- Translate a strategic vision and equity policy into specific goals, tactics, action plans, and deliverables
- Conduct ongoing evaluations and assessments to ensure effectiveness of programs and services and recommend/implement modifications as necessary to effect continual improvements
- Provide training and implementation support on building inclusive climates that honor the culture, experiences, and humanity of students, families, and community.

Reporting:

- Gather necessary internal data from staff to support effective performance management
- Communicate evaluation findings to Executive Director, board of directors, and other staff through monthly reports, quarterly reports, and final program reports as required by funders and the organization
- Ensure performance management initiatives are measured and communicated to key partners, stakeholders, and the community
- Seek data from external organizations and partners to provide benchmarks for performance

Staff Development and Collaborations:

- Assess and build employee skills and capabilities required to meet organizational goals; work to connect staff with additional training resources
- Facilitate team building workshops or programs to enhance the cohesiveness of teams
- Develop and manage the orientation process for new hires and ensure all programs will instill VLP values and guiding behaviors
- Build systems and frameworks for staff to set, review, and document progress towards individual professional goals and overall program goals
- Work as part of a team to achieve the VLP's mission and to integrate the VLP's Core Principles in all efforts
- Participate as a key member of the VLP's leadership team by: providing strategic direction and input; managing organizational change; helping to focus organizational resources; setting a positive example for staff; and acting in the Executive Director's stead while (s)he is away.
- Attend VLP staff meetings. Contributes to "All Staff" events as needed.
- Provide written reports on organizational performance activities to all staff via email; address email requests and messages in a timely manner
- Assist library staff members to serve library patrons in finding information and accessing resources when help is needed

Performs other duties as assigned

Minimum Qualifications:

- Bachelor's Degree in business administration, organization development, nonprofit management, or related field preferred.
- Minimum of 5 years related experience.
- Demonstrates expertise in leading programs serving marginalized populations, demonstrated competency in the areas of anti-racist pedagogy, educational equity, access, and cultural proficiency, restorative practices, trauma-responsiveness, and social-emotional well-being.
- Exemplary facilitation skills. Experience coaching and developing staff.
- Superior interpersonal skills with the ability to relate to all levels of the organization and work in a team environment.
- Work effectively with a diverse workforce and provide leadership in organizational change
- Demonstrated ability to ask tough questions, challenge others' thinking and address core performance issues
- Flexibility, initiative, creativity, and ability to stay calm under pressure
- Ability to communicate effectively with internal and external constituents.
- Strong computer skills.

Salary compensation: \$59,000 - \$61,000 + benefits

Interested candidates should forward a cover letter and resume to Liesje Gantert, Executive Director at director@villagelearningplace.org.