

## VICE PRESIDENT

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### OUR MISSION & HISTORY

Established in 1993 to drive a children's agenda on emerging issues, The Children's Partnership (TCP)'s mission is to improve the lives of underserved children where they live, learn, and play with breakthrough solutions at the intersection of research, policy, and community engagement.

### THE PILLARS OF OUR WORK

- Advance an Equity Agenda for Children
- Build and Elevate Partnerships
- Drive Community-Informed Research & Policy
- Be the Leading Voice for Children
- Promote a Dynamic and Innovative Organizational Culture which includes the Core Values of Balance, Equity, Growth, Accountability and Trust

### POSITION SUMMARY

The Children's Partnership (TCP) seeks a highly-skilled leader, strategist, and manager to serve as Vice-President. The Vice-President provides professional leadership, organized structure, and oversees all of TCP's policy and program staff to meet the strategic goals set by the TCP Board and President.

The Vice-President manages the day-to-day work of the organization and ensures that TCP is advancing cutting-edge advocacy and outreach on behalf of California's children. The focus of his/her/their responsibilities will be internal, ranging from project and staff management, budgeting, organizational planning, and general administration, and s/he/they will also be adept in supporting external relations as needed. S/He/They will partner closely with the President to connect the organization's strategic vision with a scalable and financially viable operational plan. The responsibilities of the role are varied, challenging, and require the ability to operate effectively within a fast-paced and multicultural environment.

Candidates should be self-motivated and outcome-oriented, with a strong commitment to advancing equity for all children, particularly through improving health and wellbeing for children from underserved communities, such as children of color.

### RESPONSIBILITIES

Primary responsibilities include, but are not limited to, the following. Other duties may be required within the scope of this position, as deemed relevant and necessary.

#### Essential Functions

##### *Leadership*

- Work closely with the President, Board, and other members of the senior staff to develop, articulate, and implement overall organizational strategy.
  - Set objectives and hold program staff accountable, while making sure they have all the tools and support necessary to succeed.
  - Serve as sounding board, advisor, and partner to the President and senior staff on strategy, program, policy, partner relationships, and organizational matters.
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- Provide effective and inspiring leadership by being actively involved in staff development and developing a broad knowledge of all programs and policy areas, with detailed policy expertise on particular areas, as identified and needed.
- Serve as a mentor, coach, and sounding board to program staff, including advising and assisting program managers and policy associates, as they carry out activities.
- Ensure that all program activities operate consistently and ethically within TCP's mission, pillars and core values.

#### *Management*

- Set goals and priorities with the leadership team that are in line with the organization's mission, and can be achieved based on organizational capacity.
- Manage the operations of the organization's strategic plan and workplan, including hiring program staff.
- In collaboration with the Chief of Staff, create and manage the implementation of streamlined organizational processes, including a system for tracking and reporting on the progress of policy and program priorities and goals, in order to support policy, program and operations staff.
- Provide periodic review, evaluation and modification of program and policy areas and activities in accordance with TCP's mission, strategic goals, budget and grant requirements.
- Manage the operations of the organization's senior leadership team, including monthly meetings and quarterly step-backs.
- Guide policy-related research and development efforts, in consultation with the President and Program Directors.
- Develop, delegate & advise program and policy staff to effectively and efficiently meet contract & grant goals.
- Ensure ongoing training, evaluation and professional development of all program and policy staff, including establishing staff performance objectives.
- Responsible for adhering to the Board of Director and President-approved budget and operational authority to carry it out.

#### **Other Functions**

- Work to identify internship projects that help support TCP's goal of playing a critical role in supporting the next generation of advocates for children.
- Participate in and lead various internal program team & staff meetings.
- Represent TCP at conferences, professional associations, and other public venues as needed.
- Serve as an ambassador for TCP externally.

#### **COMPETENCIES (KNOWLEDGE, SKILLS & ABILITIES)**

- Strong project manager across multiple projects with clear expectations for timelines and deliverables and the ability to provide staff support.
- Superior management skills; ability to influence and engage direct and indirect reports and peers.
- Extensive operational experience. Experience with organizations going through transitions in organizational structures a plus.

- Able to develop and strengthen high-performance teams, and develop and implement program strategies.
- Exceptional troubleshooting and problem-solving skills, resolving issues proactively and creatively.
- Knowledge of policy and issues related to child wellbeing and/or information technology.
- Highly adaptable, positive, resilient, respectful, risk-taker who is open to new ideas, and a team player.
- Analytic and decisive decision maker with the ability to prioritize and communicate to staff key objectives and tactics necessary to achieve organizational goals.
- Energetic performer consistently cited for passion for work, positive disposition, and upbeat attitude.

### QUALIFICATIONS

- Graduate degree in a related field or equivalent combined education/experience.
- At least ten (10) years' experience in a related field in a management or leadership role.
- Demonstrated commitment to racial and economic justice and health equity.
- Ability to quickly build trust, credibility, and goodwill, both internally with staff, and externally with allies, funders, and board members.
- Demonstrated experience and leadership in developing and implementing a comprehensive policy strategy or project plan to advance causes or policies.
- Demonstrated track record of excellent professional writing, including impeccable editing skills.
- Demonstrated communication and project management skills with the ability to manage multiple projects.
- Experience working with and counseling senior management.
- Experience managing expenses and/or full budgets for the organization, specific projects and across projects.
- Experience with public health, healthcare, child welfare, oral health, immigration, health information technology, digital equity, and/or Medi-Cal or Covered California issues a plus.
- Experience in public interest advocacy or demonstrated equivalent experience.
- Ability to communicate in other languages a plus.
- Willingness to work beyond the 40-hour work week and some weekends when needed.

**Full-time position (FLSA: Exempt). Reports to President.**

**Salary: Commensurate with experience. Excellent health, retirement & other benefits.  
Minimal travel required.**

### APPLICATION PROCESS

Email resume, cover letter summarizing interests & qualifications, and two writing samples to [search@childrenspartnership.org](mailto:search@childrenspartnership.org). State "Vice President" in the subject line. No phone calls, please.

*TCP is an Equal Opportunity Employer that will not discriminate against applicants or employees based upon any characteristics that are protected by federal, state, or local laws, regulations or ordinances. In addition, the organization will consider qualified applicants with criminal histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.*