



Position Description
Richmond Community Foundation
Manager – SparkPoint Contra Costa (SPCC)

Organization

The Richmond Community Foundation (RCF) mobilizes the power of connection to build healthy, thriving communities. RCF impacts the areas of education, health, public safety, economic development, and the physical environment through its three Cs of effective community building: Coach, Connect, Contribute. To learn more, please visit www.richmondcf.org.

Equity is the core value of the work that we do. At the Richmond Community Foundation, we define equity as freedom from bias or favoritism. We recognize that all people in the United States start life from different places and we must identify and address systematic forms of oppression & paradigms that perpetuates the preferences given to some people over others. We understand that different resources must be given to different people to allow them to reach their maximum potential. Our goal is to make sure everyone has what they need to attain their full power so we all may participate and flourish in an equitable and honest environment.

Position

The SparkPoint Contra Costa Manager reports to the SPCC Senior Director and will work closely with community partners, community stakeholders, and clients to advance the goals of SPCC. The Manager supports the mission and values of SparkPoint Contra Costa and the Foundation. S/he provides the effective implementation of quality assurance practices and management reporting tools for the ECM client management tool for SPCC. Collaborating with staff and key stakeholders from throughout the community and across the county, the SparkPoint Manager will facilitate the partners of SPCC to deliver successful outcomes that move SPCC clients toward financial sustainability. The successful candidate will have a commitment to working effectively in a diverse community and will have an understanding and experience in advocacy toward social change.

Responsibilities

- Assist the SPCC Senior Director with the implementation of quality assurance practices and SPCC service coordination and support at SPCC centers.
- Manage the day to day operations of SPCC to deliver SparkPoint services in accordance with set organization goals and objectives.
- Functions include program development and implementation, staffing with partner coaches, and coordination of workshop services through other community-based organizations and volunteers.

- Work with the SPCC Senior Director in program strategic planning by building and managing relationships with public and community-based organizations, to ensure that they are aware of the benefits of SP services and support a SPCC presence and/or expansion in the community.
- Support the SPCC Senior Director in budget preparation and management.
- Represent SparkPoint Contra Costa on a city-wide/regional/county-wide level.
- Act in a leadership position with committees/coalitions that are city-wide/regional/county-wide.
- Supervise and manage SPCC administrative assistants and/or interns. Mentor new SPCC Coordinators or Managers.
- Support the SPCC Senior Director in preparing for and delivering presentations at conferences, community events, and other external opportunities.
- Help build SPCC's presence on social media and online through creation of compelling content and calls to action with support from the Director of Marketing and Communications.
- Assist the SPCC Senior Director with grant writing and fund development strategies to support the work of SPCC.
- Attend Staff Meetings, Leadership meetings, and other meetings as assigned.
- Other duties as assigned.

Qualifications

- BA/BS degree in a related field or comparable experience; graduate degree preferred.
- 3-5 years of related professional experience in areas of data management, quality assurance, and/or project administration.
- Strong leadership skills and the maturity to motivate and engage collaboratively with diverse stakeholders including academia, nonprofits, government agencies, local advocacy organizations, and students.
- Excellent interpersonal and facilitation skills with superior customer service skills.
- Ability to prepare and present materials to diverse audiences.
- Excellent oral and written communication with strong presentation skills.
- Trained with experience in basic financial coaching.
- Strong organizational skills with demonstrated strength in analytics, report generation, project management and evaluation. Time management skills essential in a complex and fast-paced environment.
- Ability to work independently and accurately manage a variety of competing tasks. Computer proficiency including working knowledge of MS Office applications, relational databases (ECM preferred), Internet research and social media.
- Demonstrated commitment to professional development through involvement in professional groups or associations.
- Cultural humility to work and effectively collaborate with a team of ethnically and racially diverse colleagues.
- Understanding of institutional and structural racism, and other forms of oppression, and their impacts on historically underserved and underrepresented communities.

- Demonstrated commitment to the values and mission of the Richmond Community Foundation and SparkPoint Contra Costa.
- Must pass background checks required by partners.
- Preference to be bi-lingual in Spanish.

Salary/Benefits

Starting salary is \$60,000. Range of \$60,000 to \$70,700.

This is an exempt position.

Competitive benefits package including health insurance, paid time off, matching 401K retirement plan.

Professional/leadership development opportunities.

A workplace culture committed to supporting good quality of life for employees.

The Richmond Community Foundation is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, national origin