



UYC INTERIM DIRECTOR JOB DESCRIPTION/POSTING

SUMMARY

The [Urban Youth Collaborative](#) (UYC) is a student-led coalition of New York City youth organizing groups, fighting to end the school-to-prison and deportation pipeline and transform public schools into supportive learning environments. UYC is anchored by Future of Tomorrow (FOT) of Cypress Hills Local Development and Corporation, Make the Road New York's (MRNY) Youth Power Project, and Sistas and Brothas United (SBU) of the Northwest Bronx Community and Clergy Coalition.

Focused on police-free schools, ending punitive disciplinary practices across New York State, and stopping federal funding of student criminalization, UYC organizes to protect the dignity of all young people, especially students of color and other marginalized groups.

UYC seeks to hire an Interim Director to rebuild UYC by working with the anchor organizations to develop a Strategic Plan, hire a lead organizer, and develop a Steering Committee to ensure coalition work like campaign coordination, leadership development, organizational development and administration, and strategic partnerships are robustly in place and growing.

The Interim Director will oversee campaigns, such as efforts to end the School-to-Prison Pipeline, support youth leaders, and ensure political education is integrated into coalition activities. Responsibilities also include overseeing communication with member organizations, managing fundraising and grant applications, and cultivating partnerships with allied organizations.

This position includes both in-person and virtual work and meetings, with an emphasis on in-person work during work hours as well as in-person coalition meetings.

MAJOR ROLES & RESPONSIBILITIES

Advancement of UYC's Mission and Vision:

- 👤 Assessment and analysis of external political conditions, opportunities, and threats towards the articulation of clear and concise vision and purpose.
- 👤 Drive forward vision and mission in conjunction with UYC's anchor organizations and stakeholders.
- 👤 Provide visionary leadership, build consensus towards collective action and achieving movement building objectives, and broad political priorities.

Campaign Coordination:

- 👤 Manage and guide the development of campaign plans. Support member organization youth leaders and staff in developing and implementing strategic campaigns on ending the School to Prison Pipeline and other campaigns as they arise over the course of organizing.
- 👤 Center and support youth leaders in envisioning and leading the execution of campaign tactics, target and ally meetings, and actions.
- 👤 Coordinate policy and data research, analysis related to campaign strategy, and goals.



- 👤 Powerfully represent UYC's priorities at public meetings and events, to members of the press, and elected officials, both independently and in partnership with youth leaders.

Training and Leadership Development:

- 👤 Design and implement our annual week-long Youth Organizing Institute, with support from member organizations and partner organizations.
- 👤 Strengthen our program of local workshops, alongside youth leaders, and support delivery of these workshops locally.
- 👤 Ensure that political education and organizing skills content are a strong element in all of our coalition activities.
- 👤 Support youth in planning and facilitating all important coalition meetings, trainings, and retreats.

Organizational and Administrative Coordination:

- 👤 Ensure strong communication with member organizations, core youth leaders, partners, allies, and funders.
- 👤 Plan and facilitate monthly meetings of staff from coalition member organizations.
- 👤 Support member organizations in tracking their contributions toward achieving campaign goals and promote a culture of accountability among member organizations.
- 👤 Oversee the maintenance of strong web and social media presence for the coalition.

Organizational Development:

- 👤 Lead our fundraising efforts and cultivating relationships with current funders, new funders, and participating in funder meetings and presentations to broaden UYC's sources of funding.
- 👤 Manage grant applications and grant reporting requirements.
- 👤 Manage UYC's budget, in collaboration with anchor organizations' Directors, including circulating regular financial reports and distributing sub-grants to member organizations.

Strategic Partnerships:

- 👤 Maximize the effectiveness of UYC's partnerships with closely allied organizations, including the NYU Metro Center, the Center for Popular Democracy, the NYC Coalition for Educational Justice, the Alliance for Quality Education, Dignity in Schools-NY, the Alliance for Educational Justice, Communities United for Police Reform and the Advancement Project.

Hiring & Supervision of Staff:

- 👤 Hiring, supervising of, and (where necessary, termination) of UYC staff to carry out central functions as detailed in position requirements.
- 👤 Development of appropriate staff structures and methods of internal communication and coordination (e.g. setting staff meetings, 1-on-1 meetings, staff retreats and orientation sessions).
- 👤 Staff Development and Training – Oversight of means by which staff develop appropriate skills and expertise to effectively lead UYC and engage in external responsibilities.
- 👤 Final review of consultant hiring for execution of specific UYC functions outside of full- and part-time staff hires.
- 👤 Cultivate and maintain a work culture that is acutely aligned with the mission, vision, and values of UYC.

Coordination of Leadership/Steering Committee:

- 👤 Develop methods of communication and coordination with anchor organizations, including routine calls, campaign specific strategy sessions, and overall UYC planning and strategy retreats.
- 👤 Coordinate information & reporting to directors of anchor organizations and Steering Committee
- 👤 Execute decisions made by the anchor organizations' Directors and Steering Committee.

QUALIFICATIONS & SKILLS (*not in order of importance*):

- 👤 Energetic leadership, committed to centering joy and possibilities, grounded in power and confidence.
- 👤 Proven ability to provide strong, stabilizing management and leadership during organizational and/or programmatic transition.
- 👤 More than 5 years of working with youth and unwavering commitment to centering, uplifting, and developing youth leadership.
- 👤 Strong track record of commitment to social justice, youth leadership, and a commitment to UYC's mission.
- 👤 At least 10 years of experience working in grassroots organizing non-profit or similar organization, youth organizing preferred.
- 👤 Meaningful experience working with coalitions with an understanding of coalition dynamics and how to successfully navigate them.
- 👤 At least 5 years of experience as a director and/or supervisor of 3 or more staff members.
- 👤 Strong financial management and fundraising skills with at least 5 years of successful fundraising experience within social justice sectors.
- 👤 Ability to write quickly, effectively, and effortlessly—communicating complex issues clearly to a variety of audiences.
- 👤 Ability to work well independently and to drive projects from inception to completion.
- 👤 Working knowledge of Phone2Action, Canva, MailChimp, Squarespace, or similar platforms.
- 👤 Ability to commute to NYC and prepared to work in an in-person environment

SALARY & BENEFITS:

- 👤 Salary range is \$100-120K, commensurate on experience
- 👤 UYC's fiscal sponsor, Make the Road NY, offers an excellent benefit package including health insurance, 401K, and generous paid vacation, sick, and personal days.

HOW TO APPLY:

Serious candidates only. Please send the following information to search@universalpartnership.org Deadline to apply is February 7th, 2025.

- 👤 1-2 page cover letter expressing interest and unique qualifications/skills that make you the ideal candidate for the position.
- 👤 Resume
- 👤 3-5 references who can speak directly to your qualifications as it pertains to the requirements of this position.

PROJECTED TIMELINE:

- 👤 Ideally a hiring decision will be made by the Hiring Committee by early March 2025.
- 👤 Tentative start date ideally will be early- to April 7th, 2025.