



Future Focused Education Job Description

Job Title: Future Focused Deputy Director

Status: Full-time position

Why Work at Future Focused Education?

- Join an incredible team of collaborators that are committed to making our community healthier, more prosperous, and just.
- Embrace a flexible hybrid schedule that allows you to take care of your personal and family needs.
- Receive generous compensation and benefits that are benchmarked to national trends.
- Take advantage of the growth opportunities that support your professional ambitions.
- Enjoy a highly collaborative work environment that values the wisdom of all team members.
- Imagine working in an organization with unlimited growth potential that will give you the maximum opportunity to add your unique experience, skills and insights.

Future Focused Education:

Future Focused Education (Future Focused) is an Albuquerque-based nonprofit organization. Our mission is to create healthier and more prosperous communities by advancing the best education for students who need it the most. We envision schools as sites of innovation and opportunity, where students become the creators of healthy and more prosperous communities. Future Focused staff collaborate locally and nationally with schools, districts, employers, policy makers and a breadth of community partners to advance practices, programs, and policies that improve equity and opportunity for young people. Future Focused is committed to promoting racial and economic justice through our work with culturally diverse communities to transform education.

Position Summary:

The deep-seated values and entrepreneurial nature of Future Focused make the Deputy Director a tremendous career opportunity for the right person. The organization seeks more leadership capacity to grow a portfolio of work that spans education, workforce readiness, and community development. This position is 75% internally focused, 25% externally focused.

Specifically, the Executive Director, Director of Operations, and Director of Organizational Learning and Research are looking for a partner who can help move the organization to the next stage. Future Focused is expected to grow significantly over

the next three years and with that growth comes terrific opportunities to serve our community and commensurate challenges. We seek a highly collaborative leader who can help develop complex solutions to challenging problems and is able to do their work without losing the focus on how we can best serve in our community. The organization is its people, and this new position is intended to elevate the performance of the entire staff.

It is the responsibility of the Deputy Director to carry out tasks and projects under the supervision of the Executive Director. Together, they are responsible for the internal and external organizational development. The position's responsibilities cut across the organization's initiatives and center on developing (1) the Staff, (2) the Organization, (3) Systems and Structures.

Roles and Responsibilities

Scaling: Collaborate with the Executive Director to seize new opportunities, align resources to meet existing obligations, and position the organization on the landscape.

Strategy Development: Participate in creating and planning the growth strategy for the organization and develop and oversee implementation of the strategic plan.

Team Leadership: Grow the potential of the Future Focused team to help them maximize their potential.

Organize Staff Learning: Oversee, build and/or implement the professional development and training systems in the organization. This position is focused on the human development of the team which includes but goes beyond traditional Human Resource responsibilities.

Deepen Equity Culture: Nurture the staff and help make the working environment safe, productive, and rooted in equity.

Refine Human Resources: Oversee, build/refine and/or implement people development systems for the organization.

Budget and Finance: Oversee financial viability of the organization beyond the day-to-day accounting and budget responsibilities.

Build Efficient Systems: Collaborate with colleagues to continue building management systems that improve efficiency for our team, partners, and clients. This includes organization-wide project planning that fits team member capacity.

Restructure Working Teams: Envision the overall strategy for internal working groups across the organization.

Revenue Management: Oversee the revenue building strategy for the organization (philanthropy and fee-for-service) beyond day-to-day management.

Dispositions

Follows Through: Understands that doing what you promise is the most important leadership competency

Connected: Passionate about building relationships with the Future Focused team and others outside the organization

Organized and Flexible: Highly organized and able to adapt to new circumstances

Learner: Ambitious learner about all aspects of the organization including theories and practices from outside that may apply to its growth

Asset Minded: Faith in the potential of our people, our partners, and collaborators and trusting of their colleagues to implement the vision of the organization

Ideal Qualifications

1. 3-5 years of Executive Level leadership experience
2. Knowledge of New Mexico and the potential of its people and communities
3. Understanding of non-profit management and leadership
4. Expertise with written, oral, formal, and informal communication
5. Finance, Human Resource, and Project Management expertise

Work Environment:

Work is performed in a variety of business, education, and office space settings. Willingness to travel around Albuquerque and around the state with reliable

transportation is required. Evening, weekend, and/or holiday work may be required. In addition, traveling at least once a quarter outside New Mexico is expected.

How to Apply:

For consideration, applicant must submit a cover letter, resume, and three references to: Tony Monfiletto, Executive Director, info@futurefocusededucation.org

Qualified candidates will be contacted for an interview.
The position is estimated to begin January 2023.