

Project Director, Systems Change Initiatives

Eliminating racism. Empowering women. YWCA Metropolitan Phoenix's mission lives in the soul of everyone at YWCA because we demand a world of equity and human decency. We envision a world of opportunity. We commit ourselves to the work of justice. Every day, we get up and do the work, until institutions are transformed; until the world sees women, girls, and people of color the way we do: Equal. Powerful. Unstoppable. All YWCA staff members are expected to function as self-directed members of a collaborative team, to model professional standards and the YWCA Mission, and to help sustain an environment that encourages women's and girls' investment in themselves and the YWCA movement. Successful candidates are on their own racial justice learning journey. We believe in **Self-Managed Teams (Learning, Creating, and Leading Together), Collaboration, Co-creation, Inclusivity, Respect, Engaged and Engaging, Fun and Joy.**

Work Environment: Work is performed primarily in a hybrid environment, in community, and in the Glendale office.

Position Summary:

YWCA provides an excellent work environment with competitive pay and the opportunity for professional and personal growth. Success in this position will depend upon a positive outlook, solid work ethic, and the ability to operate in a team environment, as well as function independently where required.

The **Project Director** will oversee and implement YWCA Metropolitan Phoenix initiatives relating to Systems Change. Successful candidates are self-managed and will possess a background in policy and the intersection of policy, societal systems, and the environment on the well-being of populations. In addition, the successful candidate will be fluent in Microsoft Office suite and basic database applications, possess strong attention to detail, and the ability to confidently articulate YWCA's vision, mission and priorities when interacting with stakeholders and partners. The Project Director must have good leadership and interpersonal skills. We are looking for someone who is collaborative, resourceful, and who thrives in a fast-paced, nontraditional environment. This person demonstrates a learning mindset and is comfortable with social and racial justice initiatives. Finally, they strive toward equitable systems, more connected communities, and relationships with people from various economic and geographic backgrounds.

We encourage all who are interested and are passionate about serving the community, who meet most of the minimum qualifications or skills below to apply. If you or someone you know has experience in advocacy and community building at any level, please forward or apply.

Essential Functions

- Manage both strategic and tactical responsibilities, complete complex tasks, and deliver assignments on a timely basis
- Exercise excellent independent judgment
- Lead, develop, train, and implement the Systems Change Initiative
- Partner with the Systems Change Initiatives team to ensure successful implementation of projects and successful collaboration with community partners
- Provide input into grant writing, budgeting process, data reporting, & program planning in collaboration with the leadership team
- Represent the YWCA on community coalitions and working groups

Metropolitan Phoenix

- Conduct all phases of system change deliverables
- Provide sustainability grant writing support
- Identify funding opportunities
- Develop and manage consultant contracts
- Other appropriate duties as they emerge

Required Skills

- Project coordination experience
- Demonstrated personal learning journey related to social and racial justice
- Ability to build and steward a portfolio of relationships across diverse communities
- Works collaboratively within a team environment
- Ability to take ownership/responsibility of tasks of projects assigned/held
- Ability to navigate quickly between projects
- Can coordinate multiple tasks simultaneously
- Ability to be flexible and adaptable to changing work environments, priorities, and organizational needs
- Highly motivated, self-directed, and proactive problem solver
- Ability to navigate with empathy through communities
- Able to inquire with thoughtfulness and kindness while keeping communities at the forefront
- Excellent communication skills – both verbal and written
- Demonstrated proficiency in Microsoft Office 365, particularly in Excel

Desired Qualifications

- Bachelor's degree or a minimum of 4 years (paid and/or volunteer) nonprofit, social service, and/or public health experience equivalent
- Understanding of and commitment to the YWCA mission of eliminating racism and empowering women
- Understanding of how policy works and how it can impact the lives of people
- Ability to connect policy conversations and potential actions
- Training/facilitation skills

Responsible to: Chief Executive Officer (CEO)

Job Type: Full-time, Exempt

Salary: \$68,000 - \$80,000

Schedule:

- 40 hours per week; some weeks may require evenings and weekend hours

Holidays

- 13 paid holidays

Eligible on the first day of the month after 60 days employment

- Healthcare (partially supported by employer)
- Dental, Vision
- \$15,000 Term Life Insurance (paid by employer)
- Voluntary Life Insurance
- 403b Retirement Plan



Eligible time off to use after 90 days, based on accrual

- 80 hours of vacation time per year
- Two days Paid Time Off
- One sick day accrued per month

Eligible after 2 years employment

- YWCA National Retirement Plan

License/Certification Requirements:

- Driver's License (Required)
- Must be eligible to work in the U.S. (E-Verify confirmation)

Work Location:

- Hybrid - Glendale Office and remote as scheduled with supervisor
- Various community locations may be required for some duties

TO APPLY:

Submit your resume and cover letter to jobs@ywcaaz.org

YWCA Metropolitan Phoenix

Subject: Project Director, Systems Change Initiative

Attn: Katy Engels, Human Resources Manager

Open until filled

YWCA Metropolitan Phoenix is committed to fostering a diverse and inclusive workplace. We are dedicated to hiring employees who reflect the communities we serve, including women, people of color, LGBTQ2S+ individuals, seniors, and people with disabilities. YWCA Metropolitan Phoenix will accommodate you in all aspects of the hiring process. If you require accommodation, we will work with you to meet your needs.