



LUSSIER COMMUNITY EDUCATION CENTER

building community. creating opportunity. enriching education.

LCEC Assistant Director

The Lussier Community Education Center (LCEC) is a grassroots community center with a 40-year history of strong programs, broad partnerships and grassroots community organizing. Located on the grounds of Jefferson Middle School, the LCEC has a mission of building community, creating opportunities, enriching education.

The Assistant Director is the key internal leader ensuring that the Center has a motivated, effective staff team providing excellent programs in a well-run and welcoming environment. The Assistant Director's broad responsibilities range from leadership, coaching and supervision to partnership development, financial oversight and grant management. As a member of the Leadership Team, the Assistant Director plays a major role in guiding the growth of the Center toward fulfillment of its mission in alignment with the [Lussier Framework](#).

Strong candidates will be highly relational, organized, and flexible. They will approach community center work from a justice orientation. They will be able to manage a diverse set of hands-on responsibilities and multiple simultaneous projects, while supporting and motivating an effective, independent staff team in a grassroots, collaborative, community setting.

Compensation: \$52,000/year with health insurance, life & short/long term disability insurance, 403(b) and generous vacation and sick leave package.

RESPONSIBILITIES

Play a leadership role in the strategic development of the LCEC as a whole

- Co-lead ongoing efforts to deeply integrate the [Lussier Framework](#) into all of the LCEC's work
- Actively engage in the strategic and project-based work of the Leadership Team (consisting of the five managers and the executive, assistant, and development directors) to identify and respond to community and organizational trends and needs
- Work with the Executive Director to provide timely information to the board of directors and to support board committees as needed
- Provide financial oversight, authorizing expenses, reviewing/approving semi-monthly payroll, overseeing benefits, and working with the Executive Director to monitor and adjust expenses in relation to budget
- Represent LCEC in Madison Out-of-School Time (MOST) collaborative

Ensure a welcoming and impactful Center through strong programs, vibrant community engagement and efficient center operations

- Develop and maintain major and center-wide partnerships (*PASS, Kids Café, PACT, Muir, Jefferson and Memorial schools*) individually and in concert with relevant managers
- Support managers in the strategic development, expansion, improvement and implementation of LCEC programs
- Support managers and staff in problem solving and contingency planning, including but not limited to mandated reporting situations, staff shortages, incidents/injuries, families in crisis, etc.
- Develop, adapt and maintain strong program evaluation processes that both guide program quality improvement and fulfill funder requirements, including data collection and analysis

proud to celebrate 10 years in this building and 40 years of people caring for one another

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- Work with managers to develop, manage, and monitor relevant budgets
- Support operations, including planning of facilities, grounds, and vehicle improvements and repairs
- Collaborate with the Elementary Program Manager to ensure strong compliance with state licensing requirements

Lead and support a strong and effective staff team

- Supervise, support and coach the LCEC's five managers (Community Engagement, Elementary Program, Operations, Radio Station, and Youth Programs)
- Lead LCEC professional development grounded in the [Lussier Framework](#), including new staff orientation and onboarding, regular staff professional development workshops and retreats, and individual work with staff on areas of growth
- Lead center-wide annual staff evaluation and goal setting
- Manage overall staff recruitment, selection and retention

Actively support fund development with a particular focus on institutional grant funders

- Coordinate the completion of proposals and program reporting to major institutional funders (City of Madison, Dane County, United Way, CACFP, Second Harvest Kids Cafe) including writing proposal narrative and some program reports
- Lead the development/writing of collaborative proposals with partner organizations
- Work with development team and managers to match program and grant opportunities
- Coordinate with the Development Director to ensure the timely completion of grant requirements and reports
- Oversee development and implementation of Radio Station underwriting and fundraising plan
- Translate LCEC program data and evaluation for grant proposals and reports

DESIRED SKILLS, TRAITS & EXPERIENCE

- Strong knowledge of/commitment to elements of the [Lussier Framework](#), particularly racial justice
- Demonstrated ability and experience supervising, coaching and mentoring diverse staff
- Ability to organize/manage multiple streams of diverse roles in a fast moving environment
- Management/leadership experience in nonprofit setting, including program development and evaluation
- Collaborative work style which values community and staff input
- Strong written and oral communication skills
- Strong group facilitation skills
- Willingness to lead by example, pitch in and get hands dirty

OTHER HELPFUL SKILLS

- Workshop/training design and implementation skills
- Language abilities in Spanish, Hmong, and/or Arabic

Download the application at www.LCECmadison.org or pick up at the Lussier Community Education Center, 55 S Gammon Rd, Madison, WI 53717. Cover letter and resume sent without an application may prompt consideration, but a completed application will be required. Send to jobs@LCECmadison.org or by mail. First consideration will be given to applications received by September 23, 2019. LCEC is an EOE/AA employer.