



Wilson Forward Associate Director

Job Description

Full-Time

The Associate Director of Wilson Forward plays a pivotal role in advancing the organization's mission to enhance the quality of life, educational opportunities, and workforce development in Wilson, NC. This dynamic position bridges external and internal responsibilities, embodying a multifaceted approach to community engagement and program management. As the Associate Director of Wilson Forward, you will be at the forefront of driving positive change in Wilson, NC. This role serves as a crucial link between the organization and the broader community, requiring a diverse skill set and continual dedication. If you're passionate about making a meaningful impact and possess the qualifications and skills outlined, we invite you to join our team and contribute to Wilson's future success. To learn more about the work of Wilson Forward, please visit www.wilsonforward.org.

EXTERNAL RESPONSIBILITIES:

Relationship Management: Serves as an advocate, spokesperson, administrator, and fundraiser in the community as assigned by the Executive Director. Manages and supports collective impact teams for approved initiatives. Represents the Executive Director in the community as assigned or when he or she is unable to represent themselves.

Resource Development: Identifies, cultivates, solicits, and inspires community partners to invest in the mission of Wilson Forward. Researches grant funding opportunities and supports application processes.

Marketing, Communications, and Public Engagement: Seeks regular dialogue with community partners, donors, volunteers, and other community leaders on issues important to improving educational opportunities, workforce development, and health/wellness. Represents the organization as assigned in the community. Writes copy for collateral materials and social media content as defined in the marketing and communications plan.

Program Research: Led by a natural curiosity, invests time exploring community initiatives, programs, and methodologies that improve education, workforce, and health/wellness across North Carolina and the nation. Attends conferences or workshops identified by the Executive Director or the Associate Director's interest and research.

INTERNAL RESPONSIBILITIES:

Program Oversight: Develops detailed implementation plans for each initiative managed. Supports the scheduling and execution of meetings, including the development of agendas, pre and post-meeting information, and tracking of progress against goals/metrics.

Community Data Set Maintenance: Supports the maintenance of the community data set in collaboration with the Executive Director, updating as metrics dictate (monthly, quarterly, annually, etc.). Evaluates at least semi-annually the need to add or release data points based on the quality and relevance of the data.

Team Leadership: Makes a positive contribution to the internal working culture of the organization, including effective and timely communication with the Executive Director, other staff members, and community partners.

SKILLS AND QUALIFICATIONS:

- A proven track-record in building and maintaining relationships that foster a spirit of collaboration.
- Strong interest or knowledge in community resources and dynamics and the ability to engage and partner these resources with the organization's strategic objectives. Self-motivated, with an eagerness for continuous learning and a natural inclination to embrace new challenges with curiosity-driven enthusiasm.
- Strategic thinker with experience in project management and/or collective impact models.
- Strong written, oral, and interpersonal skills.
- Organized with a capacity to prioritize daily and ongoing tasks from an organizational and individual perspective; ability to multi-task.
- Excellent time-management skills to handle a variety of assignments simultaneously under a variety of deadlines and other constraints.
- Ability to understand and interpret instruction to work effectively and efficiently independently with minimal supervision, as well as part of a team.
- Comfortable in a public-facing role, able to interact appropriately and professionally at all times with the general public, community partners, and local leadership.
- A bachelor's degree or higher from an accredited college/university. 3-5 years relevant experience preferred.
- Willing to relocate to Wilson County, NC, if not already a resident.

WORKING HOURS/CONDITIONS:

Full-time, Monday through Friday. Must be able to sit or stand for varied periods of time throughout the workday. Some travel for off-site meetings, events or tasks may be required. Work schedule may involve occasional evening and weekend commitments. Due to travel between various community meetings and obligations, leadership staff must maintain a valid driver's license and have reliable transportation. Other responsibilities may be assigned by the Executive Director.

This position will function in a fast-paced environment that requires both independence and collaboration; Wilson Forward identifies teamwork as one of our core workplace values. Most Wilson Forward employees wear multiple hats and regularly encounter opportunities to expand their skills, knowledge, and reach.

Wilson Forward values diversity in backgrounds and experiences. Individuals are encouraged to apply even if they do not meet every requirement. We expect that the ideal candidate will exhibit many of the listed requirements, skills, and competencies. We also consider a combination of experience, proficiency, and transferrable skills when considering a position submission. Wilson Forward is an equal opportunity employer and applicants are considered for employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability, or other legally protected status.

Please submit a current resume and contact information for at least three professional references to joinourteam@wilsonforward.org. Applications will be accepted until the position is filled.