

Organization and Mission

Voices: Community Stories Past and Present, Inc. is a community-based nonprofit organization in Tucson, Arizona. Founded in 1999, our mission is to teach low-income youth how to write and photograph their personal, family, neighborhood, tribal, and community stories, which are then published and circulated throughout the Greater Tucson community. Our goal is to help these students develop their critical thinking ability that, in turn, strengthens their cognitive, artistic, social, and leadership skills, to better prepare them for higher education. Youth who are creative, resilient, educated, and active citizens are more likely to attend post-secondary school, resulting in a positive and productive future. Our partnerships with the University of Arizona and Pima Community College provide the motivation for our youth both during their Voices experience and during their transition from High School to College.

Voices is seeking an Executive Director who can take this grassroots organization to the next level. More particularly, we are looking for someone who can capitalize on Voices' strong community support and catapult it into a sustainable non-profit organization. We are looking for a leader who is passionate about working with youth and who has the vision and experience to join like-minded board members, staff, clients, and volunteers to make Voices a respected and visible organization for years to come.

Summary of Position

The Executive Director (ED) reports to and works closely with the Board of Directors to implement the mission, vision, and values of Voices, Inc. The ED is responsible for overseeing personnel, programs, fundraising, partnerships, public relations, fiscal and administrative functions.

Duties

- Mission, vision and values: Ensure that the mission is relevant to the community. Acts as the lead change agent in matching the mission to community needs.
- Personnel: Oversees hiring, training and supervision of entire agency staff, which currently consists of a projects director, writing director, photography director, grants writer, administrative assistant, two Americorps members and 20 youth staff.
- Programs: Oversees the program "life cycles," including planning, implementation, curriculum, reporting, financials, and comprehensive program evaluation.
- Fundraising: Oversees the creation, implementation, and assessment of an annual fundraising plan that taps local, state and federal grants, individuals, local businesses, and corporations.
- Partnerships: Builds and maintains community relationships, government and foundation funding relationships, and the relationship with our facilities and programming partner, City High School.
- Public Relations: Creates and implements marketing and public relations strategies.
- Fiscal Functions: Oversees all fiscal internal controls of the agency.
- Administrative Functions: Oversees recordkeeping system and coordinates administrative internal controls with staff.

Qualifications

- A four-year degree from an accredited institution.
- 3-5 years upper management experience for a successful organization.
- A passion for youth development, community building and storytelling.
- Proficiency in fund development and donor relations - experience with foundation and government funders a plus.
- Experience working with diverse populations.
- Experience managing diverse relationships (board, community partners, funders, staff, youth).
- Excellent written and verbal communication skills – this position is the public face of the organization.
- Experience managing or developing a \$300K annual budget or higher.

Preferred

- Masters degree
- Experience in the documentary arts (writing, photography, multimedia, digital media)
- Grant writing experience

Hours

Full-time

Compensation

Competitive pay DOE, benefits

Application Procedure

E-mail cover letter, resume and references to info@voicesinc.org. Please put “Voices: Executive Director Position” in the subject line.

No phone calls, please.

More information about this position and Voices can be found at www.voicesinc.org.

We are an equal opportunity employer.