



## VICE PRESIDENT- PROFESSIONAL SERVICES Job Description

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<b>Position Title:</b>	Vice President, Professional Services
<b>Salary Range:</b>	DOE
<b>FTE/Classification:</b>	1.0 FTE/Regular, Exempt
<b>Reports to:</b>	President and CEO
<b>Location:</b>	San Rafael-San Francisco

**The Youth Leadership Institute (YLI)** creates opportunities for young people and their adult allies to come together to create positive social change. We provide them with the tools they need to transform youth-serving systems and communities into places where all youth feel valued and supported. YLI designs and implements community-based programs that provide youth with opportunities to assume leadership roles in the areas of action research, evaluation, prevention, philanthropy, and policy and civic engagement- all with the goal of bringing youth voices to decision-making tables. Building on these real-world program experiences, YLI creates evidence-based curricula and training programs that are disseminated across the country through our training and technical assistance services.

Our goal is to create systems and communities where all youth receive the support and opportunities they need to participate in the decision-making that affects their lives and to have their basic needs met. To this end, YLI promotes youth development strategies and youth leadership in social change efforts through our community-based programs, policy advocacy work and our training and technical assistance services.

Youth Leadership Institute's base of funding is primarily comprised of both public and private grants and contracts, and contracts for evaluation, training and consulting services. YLI currently operates with an annual budget of \$2.9 million. As the demand for our services increases, YLI seeks to expand our base of funding, as well as our visibility in the youth leadership and development field. YLI seeks a dynamic, motivated and forward-thinking Vice President of Professional Services to responsible for identifying, cultivating, soliciting and securing the Institute's funding and resources and major gift prospects from individual and corporate donors, foundations and to oversee all marketing and key partnership campaigns.

**PRIMARY FUNCTION:** In this newly created position, the Vice President- Professional Services will build and operate our growing nationwide business of training, consulting, research, evaluation, and curriculum packages and services.

The VP will play a visible leadership role in building strategic partnerships on a local, state and national level. Additionally, the VP will oversee and guide our expanding and growing innovative research and evaluation department.

Reporting to the CEO of Youth Leadership Institute, the Vice President will manage a team of full-time employees, and several outside contractors and consultants who provide ancillary program support.

## **A. Qualifications**

1. Superior management and business development skills;
2. Proven track record of running a consulting, training and group facilitation business with P/L responsibility;
3. Ability to articulate and incorporate the principles and practices of youth development and the connection between;
4. youth development, community building and social justice;
5. Experience working in a non-profit, public sector and/or community-based organization, especially youth-focused;
6. Experience developing and managing multiple projects simultaneously while providing detailed reporting;
7. Ability to lead and manage a diverse team in training and evaluation, working independently and collaboratively;
8. Experience representing an organization and performing public outreach and PR programs in a youth-focused sector.

## **B. Responsibilities**

1. Provide leadership and vision for YLI's professional services;
2. Develop national sales and marketing strategies for services and oversee the implementation and accomplishment of them;
3. Manage and oversee all existing client relationships and accounts, while developing new business opportunities;
4. Analyze client needs and client satisfaction, and tailor training and consulting services accordingly;
5. Oversee the packaging and distribution of content, curricula, manuals and other training and consulting materials;
6. Lead and participate in the creation and development of new products and services designed for an expanding client base;



7. Design and facilitate client meetings, retreats and events;
8. Supervise and manage department staff and contractors.

### **C. Requirements**

1. 7-10 years of documented progressive management responsibility;
2. B.A. in business or related field; M.B.A./M.P.A. preferred;
3. Exceptional written and oral communication skills;
4. Highly organized and efficient self-starter;
5. Proficiency in Microsoft Office;
6. Frequent travel.

To apply, please send a cover letter and resume to: [careers@yli.org](mailto:careers@yli.org) with "VPPS Search" in the subject line.

YLI strongly encourages applications from persons of color, women and LGBTQ identified individuals, as well as from applicants who are Bilingual. The Youth Leadership Institute does not discriminate against its employees or applicants based on race, color, religion, national origin, ancestry, age, medical condition, ability, veteran status, marital status, sexual orientation, or any other impermissible basis.

