



## ***Job Announcement: Co-Executive Directors***

### **Co-Executive Director Team or Executive Director**

#### **Salary:**

The salary for Executive Director ranges from \$90,000 to \$120,000, commensurate with qualifications and experience. The salary for a Co-ED team will be per leader, recognizing that both Co-EDs will be working full-time schedules and not dividing a single shared position.

**Benefits:** Full paid medical, dental, vision and a matching 401k retirement plan

**Location:** 459 Vienna Street, San Francisco, CA 94112

**Application procedure:** Email cover letter, resume, and 3 references to our hiring committee at: [hire@colemanadvocates.org](mailto:hire@colemanadvocates.org) If applying as a duo, please submit separate applications referencing each other in the cover letter.

Applicants should be passionate about transforming Black and Brown lives, building the leadership of children, youth, and families (parents, grandparents, aunties) and supporting family-led campaigns focused on racial and education justice.

**Position open until filled, with the interview process resuming in January.**

#### **Who We Are:**

Coleman Advocates for Children & Youth is a member-led, multi-racial, intergenerational community organization building the leadership and power of Black and Brown children, youth, and families in San Francisco to advance racial, education, and economic justice in our schools and our city. Through grassroots organizing, budget and policy advocacy, and voter engagement, we are building a city of hope, justice, and opportunity, a San Francisco where all children and families have access to high-quality education, living wage jobs, family-supporting benefits, affordable housing, and a voice in the decisions that affect us.

At Coleman, we use 5 strategies to achieve systems change for equity, education justice, and racial justice:

1. Building a base and developing leaders;
2. Organizing policy and budget campaigns grounded in movements;
3. Engaging and educating voters;
4. Monitoring systems and policies, especially those part of systemic racism and education inequity; and
5. Building alliances and coalitions.

Since 1975, our children, youth, and parent member-leaders have developed, mobilized for, and won many policy and budget changes, as well as built the leadership of thousands of Black and Brown children, youth, and families, who have transformed the lives of thousands more San Franciscans. A few highlights include:

- **Removing School Resource Officers from all SFUSD schools and ending the district's MOU with the SF Police Department** — a multi-year effort that started with shifting school and district culture toward ending the criminalization of Black and Brown students.
- **Winning a landmark voter-approved Children's Amendment guaranteeing funds** each year specifically for children's services and programs and resourcing a new SF Department of Children, Youth, and their Families, making it so San Francisco became the first city in the country to establish guaranteed children's funding.
- **Creating a regional education equity capacity-building initiative** to support school districts, CBOs and groups of students and parents throughout Northern California.
- **Launching citywide and regional formations (SF Rising and Bay Rising) with close allies** to build political power in low-income communities of color through coordinated civic engagement and public policy change efforts.
- **Forming Children Making a Change** — a ground-breaking leadership development program including age-appropriate political education for elementary and middle school SFUSD students, many of whom are the children of PMAC members. CMAC strengthens Coleman's community organizing by expanding our intergenerational work.

#### **Position Summary:**

We are seeking a Co-Executive Director team as our next leadership model, with two full-time Co-Executive Directors leading the organization together. We are also open to an individual Executive Director, given the right candidate. As Coleman approaches our 50th anniversary, the new leader(s) will enter a community institution whose successes have transformed lived conditions and served as an inspiration and model across the region, state, and country.

- Coleman operates as a 501(c)(3) and has a sister 501(c)(4) organization named Coleman Action Fund. The Executive Director or Co-Directors will be responsible for the proper management and oversight of both organizations, providing leadership and direction on all aspects of Coleman's activities.
- The new leader(s) will ensure strong systems for staff and member leadership development, supervision, and team collaboration.
- The Executive Director or Co-Directors will lead the development of strategic plans and priorities in a manner that furthers education and builds unity among all internal stakeholders.
- The new leader(s) will be responsible for evaluating the cost, effectiveness, and mission compatibility of programmatic offerings and for assessing the strategic alignment and viability of new opportunities.
- The Executive Director or Co-Directors will be the primary fundraiser(s), alongside directing the development team, and securing and overseeing funding to sustain the organization.
- Externally, the Executive Director or Co-Directors will represent Coleman in the community, with donors and funders, government agencies, the media, and other organizations.

Coleman has an annual budget of \$1.7 million and an 18-person, multi-generational, multi-racial team, each of whom directly experienced the struggles of public education, community safety, and the school to prison pipeline. Our team also includes paid member-fellows and manages several fiscal projects. The Executive Director or Co-Directors will report to Coleman's Board and will directly supervise 4 senior staff. The ED or Co-EDs will be supported by a collaborative Leadership Team composed of the Education Policy Director, Strategy Director, and Development & Operations Director.

### **Candidate Profile:**

We are seeking a leader/leadership team able to harmonize our vision, develop the leadership of our members and staff, and move the organization in our long-term movement work for ending anti-Blackness, ending systemic racism, building people power, actualizing Black and Brown liberation, and building education justice, which includes eliminating the criminalization and policing of Black and Brown students.

Our future Executive Director or Co-Directors will be deep listener(s) who share the life experiences of our member base and are able to build relationships, advance systemic solutions to current conditions, and navigate the politics of organizing in a progressive urban city. Ideal candidates are grounded in member-led, children, youth, and parent/family organizing with base-building, leadership development, and movement building at the heart.

***People (and/or people who have family members) with lived experience surviving the school to prison pipeline are strongly encouraged to apply.***

### **Characteristics We Seek:**

While we understand that no candidate may embody every skill or quality, successful candidate(s) will demonstrate many of the qualifications and attributes listed in the sections below.

### **Preferred Experience**

- 5+ consecutive years in a director level leadership position with a proven ability to build powerful organizations, develop individuals and teams, and advance political vision and strategy.
- 5+ years of experience working with or within grassroots movement organizations engaged in base-building, leadership development, alliances, and campaigns.
- 5+ years of experience in managing individuals and teams for greater collaboration, growth, and impact.
- Demonstrated ability to:
  - Harmonize visionary ideas and activate and mobilize organizations, alliances, and influencers towards action;
  - Practice shared leadership externally and internally;
  - Build relationships and move members, staff, allies, influencers, and funders;
  - Develop strategy and navigate campaign politics and power at multiple levels (city, region, state, national); and
  - Fundraise and build relationships with donors, or has transferable skills and the willingness to learn.
- Experience with and participation in:
  - Electoral strategies (both c3 and c4 work) and
  - Organizing or advocacy work within the context of progressive cities (such as San Francisco).

## **Executive Leadership Skills and Attributes**

- Personal experience with the lived conditions of Coleman’s base of Black, Latinx, Indigenous, and Pacific Islander children, youth, and families (public education, housing, health, employment, carceral systems).
- Commitment to:
  - Uprooting anti-Blackness and embracing Black joy and liberation.
  - Dismantling systemic racism.
  - Ending criminalization and policing of Black and Brown students.
  - Restorative values that resolve and transform conflicts with dignity and care.
  - Leading with listening — bringing humility, curiosity and desire to learn from and with members and staff.
  - Building leadership.
  - Internationalism — grounding and linking our struggle and movements to that of all oppressed people (esp. Black and Indigenous) fighting for liberation globally.
  - Understanding the historic and current links of U.S. economic and foreign policy in perpetuating oppression globally.
  - Continuing to strengthen infrastructure and operations.
  - Language justice. Bilingual (Spanish/English) is a plus.
- Excited to work in a predominantly woman-identified, people of color staff environment.
- A track record of accountability and reliability.
- An adaptive leadership style with the ability to problem-solve, navigate complex situations and relationships, and take advantage of strategic opportunities.
- A high level of emotional intelligence and capacity for self-reflection and self-improvement.
- Excellent written, oral, and interpersonal communication skills with a wide range of groups and in a variety of settings.

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*We are an affirmative action employer. Current and former CMAC, YMAC, and PMAC members, BIPOC, and formerly incarcerated applicants with a deep understanding of San Francisco’s unique history and politics are strongly encouraged to apply.*

*It is the policy of Coleman Advocates to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, creed, religion, sex, national origin, ancestry, citizenship status, age, marital status, sexual orientation, physical or mental disability, veteran status, liability for service in the Armed Forces of the United States or any other classification prohibited by applicable law. Coleman works to ensure fair treatment of applicants and employees and actively enforces policies against discrimination and sexual harassment.*