



Volunteer Strategic Planner

Location:
Oakland

Position Title: Volunteer Strategic Planner

Supports: CEO

Position Summary: Catholic Charities of the East Bay is moving into its last year of a four-year strategic plan (SP). As such, Catholic Charities is seeking an experienced strategic planner to help update the organization's current strategic plan.

Essential Responsibilities:

The Volunteer Strategic Planner would be responsible for:

- Leading a small group of people (4-6) in developing Catholic Charities' updated strategic plan. This plan will be used to drive not only our strategic business decisions but also help the organization towards defining our short term business goals. The small group will consist of two board members, two community leaders, one staff, and CEO
- Jumpstarting the strategic planning process with the board of directors, staff and others and gathering inputs and feedback in the process. This includes the use of focus groups with staff, clients, community leaders, and more.
- Researching and planning to gather data and creating pre-planning materials as the goal is for everyone to come to planning sessions well-informed and ready to participate and make decisions. The planning process will have several interim checkpoint meetings within the various focus groups to be sure that everyone is on top of the research and on track.

Success Metrics:

- Have a draft by September 1
- Present draft to various groups and receive feedback
- Complete Process by November 1
- Prepare second draft by December 1
- Present to the full board by January 1 2019 for discussion and vote

Core Skills:

- Previous experience with strategic planning
- Excellent organizational skills needed. Must be able to prioritize responsibilities properly and handle multiple tasks relating to concurrent grant and development projects.
- College degree preferred.
- Ability to be an effective collaborator and to communicate with diverse populations. Must be able to work independently, multi-task continually and lead by example.
- Cooperative, friendly, and helpful attitude. Excellent communication, public speaking, and public relations skills; excellent organizational development and analytical skills.
- Ability to thrive in a flexible, fast-paced and growth-oriented environment, while maintaining a sense of humor and a positive, solution-oriented approach.
- Passion and enthusiasm for the mission of Catholic Charities and its clients.
- Ability to work independently and in a team setting.
- Ability to exercise good judgment in confidential matters.

Core Competencies:

- Highly effective leadership; demonstrates a fundamental respect for the dignity of others. Works collegially and is a proven team builder. Inclined to coach and teach in order to improve knowledge and ability of others, but holds people accountable for results.
- Understands and values quality improvement; applies technical skills to measure and improve efficiency and effectiveness and ensure compliance with all regulatory and contractual obligations. Able to effectively address overlapping projects and deadlines. Able to lead a team in managing multiple and often simultaneous tasks and in creating a work environment recognized for a high level of organization, timeliness, cost-effectiveness, accuracy, and results.
- A demonstrated commitment to diversity and inclusion; valuing a diversity of perspectives and encouraging contributions by all team members.
- Business “literate,” understands financial reports, applies data to assess business effectiveness and efficiency and acts in a fiscally responsible manner.
- Politically astute and tactful; attentive to the perspectives and competing interests of various internal and external stakeholders.
- Ability to thrive in a flexible, fast-paced, accredited, and growth oriented environment while maintaining a positive solution oriented approach.

Requirements:

- Must complete a Live Scan background check to be paid by Catholic Charities
- Must complete a brief online training in recognizing and reporting abuse

Agency Culture: Every year, Catholic Charities of the East Bay moves thousands of youth, individuals, and families from Crisis to Stability to Prosperity through 3 primary program areas: “Fostering Self-Sufficiency” provides services designed to strengthen families and increase income to livable wages; “Welcoming the Stranger” offers immigration legal services, refugee relocation, and refugee employment services; “Healing Trauma” delivers immediate and sustained support to victims of crime, especially those impacted by community, domestic, and family violence, as well as mental health treatment to students and adolescents experiencing multiple, ongoing incidences of trauma.