



Job Posting: Deputy Director

Salary: \$65,000 annual salary; \$300 monthly health reimbursement agreement after 90 days

The mission of MLK Center is to create a meaningful impact on the lives of those in the neighborhoods we serve, through quality, multi-generational programs that build community, invest in youth, empower families, advocate for our neighbors and provide a peaceful space to connect. We are seeking a Deputy Director to support the Executive Director while leading a team of dedicated staff, coordinating activities, and tracking outcomes across our two-generation, trauma-informed programming for youth, families, and community.

This position reports to the Executive Director and is responsible for leading others. Responsibilities include:

Program Operations: The Family Engagement Director will ensure MLK Center activities for youth, families and community are efficiently and effectively operating within our two-generation, trauma-informed community building approach. This also means that all programs and staff are representing the nonviolence principles of Dr King and our mission. Our programs and partners engage neighborhood youth from ages 0-25 and their families, cutting across issues of equity, literacy, violence, employment, housing, trauma, transportation, counseling, parenting, finances and much more. Daily, this position plans, implements, trouble shoots and evaluates. It's imperative that we provide quality customer service using a co-active coaching model. The Deputy Director will develop and manage relationships with organizations whose resources can benefit neighbors and improve program outcomes.

Data Management and Reporting: The Deputy Director will oversee all data entry processes to report on program outcomes, using Efforts to Outcomes and Cayen systems. This looks like operationalizing the program logic models to ensure the organization is meeting expected benchmarks and long-term outcomes. We seek to make a tangible difference through our work with and alongside families and neighbors. Daily activities might include meeting with external evaluators or grant writing consultants, coordinating focus groups, and analyzing ETO reports with staff. These data will be used for fund development, grant reporting, storytelling, and performance reviews.

Team Leadership

At its peak in the summer months, MLK Center can have up to twenty-four full-time and part-time employees plus volunteers and interns. The Deputy Director will help team members create and implement their professional development plans and project work plans on a regular basis to promote an innovative, learning-focused environment. The Deputy Director will coach other team leaders on staff leadership, and serve as first responder to performance issues, personnel issues, team conflict, or workload concerns, and consult with the Executive Director on any necessary disciplinary action.

This position might be for you if you:



- Understand the complex network of human service agencies and resource providers in Indianapolis.
- Have a bachelor's or master's degree in a human service related field or at least five years related experience.
- Like computers. You are comfortable with outcome management systems, storage clouds and creating documents.
- You are comfortable with transparency and accountability. This work can be hard and we don't always get it right, but we are focused on doing our best and providing high quality services.
- You like helping people. You are patient and can coach around others' strengths.
- You are committed to Dr. King's principles of Nonviolence and Beloved Community (trained required)
- Can effectively communicate open and honestly, orally and in writing.
- Practice professional discernment and have good decision-making and problem-solving skills.
- Valid IN Drivers License, ability to pass drug screen and background check per CCDF childcare guidelines.

We highly recommend you review our website and social media to get a broad understanding of our vision and current projects. Please submit your resume along with a paragraph about why you want to serve in a leadership position at MLK Center to MLKCenterIndy@TalbotTalent.com by July 15, 2021. No phone calls please.