



DIRECTOR, VILLAGE INCUBATOR POSITION DESCRIPTION AND RESPONSIBILITIES July 2022

JOB SUMMARY

Overall responsibility for the development, implementation, management, and evaluation of Village Movement California's training infrastructure to support villages' growth, impact, and sustainability. The infrastructure supports both synchronous and asynchronous learning.

The Village Incubator Director partners with the staff and volunteers of VMC's DEI Training Institute and VMC leaders. The Director reports directly to the Executive Director.

VILLAGE INCUBATOR PROGRAM _75_%

- Overall responsibility for the development, implementation, management, and evaluation of VMC's Village Incubator Program. The Village Incubator Program is the infrastructure that supports new village development across the state. The Director:
 - Responds to inquiries, cultivates interest, and works directly with leaders interested in village formation
 - Oversees the design, development, maintenance, and updates all written materials and resources (e.g., curricula, links, fact sheets, etc.) and arranges for language translation as needed by interested communities
 - Identifies an appropriate technology platform to manage and disseminate incubator materials
 - Develops, implements, and documents a workshop series covering key topics
 - Recruits and assigns coaches/mentors to new villages
 - Organizes and manages ongoing meetings of the New Village Learning Community
 - Conducts research and seeks out input/guidance from village stakeholders to ensure incubator materials remain relevant and useful to California villages
 - Works with the Executive Director, Data and Evaluation Team, and partners to design and implement evaluation measures
 - Manages communication covering the Incubator Program, for example social media

VILLAGE TRAINING AND MENTORSHIP PROGRAMS 15__%

- Overall responsibility for the development, implementation, and management of a wide variety of training workshops, materials, and learning communities to build/increase operational and communications capacity among California Villages
 - Identifies training/learning needs
 - Designs and develops workshop content and delivery methods, including researching and engaging speakers/presenters
 - Evaluates/assesses training programs and makes changes as needed
 - Leads planning and implementation of the annual conference

OTHER RESPONSIBILITIES _10_%

- Develops and maintains a portfolio of relationships with VMC partners
- Makes presentations about VMC and its members at statewide, regional, and local conferences and meetings
- Assists with other VMC projects and operations as needed

JOB QUALIFICATIONS

The successful candidate will have:

- A Masters Level degree or work experience in the field of social work, geriatrics, education, or business
- Proven senior level management experience with responsibility for the creation, development and management of new programs/organizational functions
- Prior experience working as a coach or technical assistance provider to projects and/or organizations
- Ability to be self-directed, and to be a strong collaborator
- Outstanding organizational and time management skills, with attention to details and deadlines
- Strong written and verbal communication skills including public speaking
- Experience working effectively across diverse communities
- Curiosity and cultural humility
- Proficiency with Microsoft Office Suite of products
- Proficiency with Basecamp, Fundly, Zoom preferred
- Fluency in languages other than English preferred and will be compensated
- Must be up to date on COVID vaccinations and boosters