

# East Durham Children's Initiative

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## The Duties of the Director

The East Durham Children's Initiative (EDCI) is a coordinated network of community-based participant programs and services that are youth- and family-driven, connected, comprehensive, and reflect scientific evidence for effectiveness in order to address the educational, social, physical, and emotional needs of youth and families in the EDCI zone. EDCI operates as a partnership with the Center for Child and Family Health (CCFH).

The East Durham Children's Initiative is seeking to fill the position of **Director**, a position central to the EDCI's work with disconnected youth and their families. This full-time, benefits-eligible position will be employed through the Center for Child & Family Health and report to the Executive Director of CCFH.

The portfolio of tasks assigned to the Director is expected to grow over time but primarily involves organizing the delivery of services of participating programs, building the capacity of the programs to serve youth and families living in the designated area, and implementing systems for program and, as appropriate, financial accountability.

**The Director will** help increase the EDCI's capacity to reach Durham's disconnected youth in the following manner:

- Initiate regular meetings and other modes of communication between participant programs;
- Coordinate and participate in the regular meetings of the Business Leadership Council, the Community Advisory Board, the Technical Services Board, and the Steering Committee composed of partner agencies;
- Supervise EDCI/CCFH employees, contracting agencies, and others chosen in conjunction with EDCI leadership to work toward the organizational mission;
- Monitor communications between participant programs in order to facilitate prompt responses to issues or difficulties that arise;
- Coordinate and ensure accountability such that each participating program properly reports and accounts for its financial condition, programmatic expenditures, and participation in evaluative activities, as good practice and appropriate oversight agencies will require;
- Maintain detailed documentation of EDCI's business and transactions for accurate record-keeping and evaluation purposes;
- Provide technical support, as needed, to participant programs; Research funding opportunities and compose, with help from CCFH, EDCI's grant applications. Be responsible for completion and delivery of same as required in each case;
- Participate in initiative sustainability, strategic planning, and fundraising efforts;

- Monitor the individual grant application efforts of participant programs;
- Develop regulations and procedures, in conjunction with the Executive Director of the Center for Child and Family Health (CCFH), to ensure the ongoing monitoring of program outcomes;
- Recommend policies to the Executive Director of CCFH that will enhance the functioning of the EDCI;
- Make recommendations to the Executive Director of CCFH regarding the admission of applicant programs to EDCI;
- Provide leadership to identify gaps in community-based services for youth and families and to foster improved coordination and effectiveness of services;
- Serve as an ambassador for the EDCI in the community; and
- Attend community meetings that may enhance the work of the EDCI.
- Develop a biannual strategic plan working with EDCI partner agencies
- The above statements describe the general nature and level of work to be performed by individuals assigned to this classification. This is not intended as an exhaustive list of all responsibilities and duties required of personnel so classified.

### **Education**

Work requires completion of a Bachelor's degree (Master's degree preferred) in a relevant field (e.g, social sciences, public health, business) or its equivalent in experience.

### **Experience**

Work requires a minimum of 2-5 years experience related to program management, development, or similar experience. Familiarity with budgeting, program financing, and grant writing is preferred.

The Center for Child & Family Health (CCFH) prohibits discrimination and harassment, and provides equal employment opportunity without regard to race, color, religion, national origin, disability, veteran status, sexual orientation, gender identity, sex, or age. CCFH is committed to recruiting, hiring, and promoting qualified minorities, women, individuals with disabilities, and veterans.

Review of applications begins immediately and continues until the position is filled. Applicants should send cover letter, resume, and three references by mail or email to:

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