

## **Temporary Staff Position: Strategic Initiatives Lead**

(6-Month Position. Jan 2025- June 2025)

### **Position Overview**

This is a full-time, grant-based, temporary 6-month position with the possibility of extension contingent on available grant funding and a performance assessment. The Strategic Initiatives Lead is responsible for advancing our organization's vision by leading essential projects and initiatives across multiple departments. Reporting directly to the Executive Director, this role involves oversight and execution of efforts in marketing, staff wellness, board committee management, audit preparation, event logistics, partnerships, and program support. Success in this position will require a strategic mindset, strong communication skills, and efficient task prioritization.

### **Key Responsibilities**

#### **Initiative Oversight and Leadership**

Drive the organization's vision by leading key initiatives with a focus on measurable impact. Collaborate with staff and stakeholders to align project objectives, ensuring effective communication and teamwork. Plan and execute tasks in alignment with organizational goals, while managing timelines and deliverables efficiently.

#### **Marketing Project**

- Supervise social media content to ensure consistency with organizational branding and priorities, working closely with the marketing contractor.
- Oversee the development and management of marketing materials to support outreach objectives.
- Assist in updating website content to accurately reflect current programs and initiatives.

#### **Wellness Project for Staff**

- Collaborate with external partners to deliver relevant and impactful wellness programs for staff.
- Partner with departments to promote a supportive workplace culture focused on wellness.

#### **Board Committee Project**

- Coordinate board committee activities, including scheduling, agenda preparation, and documentation of minutes.

#### **Impact Data Systems**

- Facilitate the coordination of surveys, focus groups, and other data collection methods, ensuring actionable insights.
- Analyze and prepare collected data for internal use and grant reporting.
- Support in-person assessments to improve program delivery and effectiveness.

#### **Audit Preparation Project**

- Assist the finance team with pre-audit tasks, ensuring accurate documentation and compliance.
- Work with the HR consultant to organize and deliver necessary trainings, update HR procedures, and prepare related documentation.
- Collaborate with our external partners to contribute to the financial review and analysis of core organizational programs.

#### Fundraiser Event Logistics and Registration Project

- Manage logistics for the annual Golf Tournament, including vendor coordination, venue management, participant registration, and event communications.

#### Partnerships and External Relations

- Represent the organization in partnership meetings, sharing insights and gathering valuable information.
- Build and maintain collaborative relationships with partner organizations.
- Track and follow up on action items, data requests, and strategic tasks to enhance partnership outcomes.

#### Special Projects and Organizational Responsiveness

- Collaborate with the Executive Director to support additional projects that arise in response to evolving community needs.
- Demonstrate flexibility and adaptability in addressing new opportunities or challenges that align with the organization's mission.
- Provide leadership and coordination to ensure these special projects are effectively planned, executed, and evaluated.

#### **Qualifications**

- Strong project management skills, with the ability to manage multiple priorities and deadlines.
- Proven experience in marketing, partnerships, or project oversight.
- Excellent written and verbal communication skills.
- Strong problem-solving skills and ability to work independently while collaborating with a diverse team.
- Experience collaborating on projects requiring compliance with municipal or state procedures. Proven ability to navigate government systems, engage public stakeholders, and manage the logistics and reporting required for public-sector collaborations.
- Strong analytical and problem-solving skills, with the ability to adapt to changing project requirements and respond effectively to new challenges in a fast-paced environment.
- Familiarity with HR and financial audit processes is a plus.

#### **Term, Compensation, and Benefits**

- This position is a temporary, 6-month role that requires flexibility to attend activities outside standard office hours as needed.
- Competitive salary, based on experience and qualifications.
- Health, vision, & dental benefits as outlined in our employee handbook.
- Opportunities for professional development and growth within the organization.
- Meaningful work contributing to the betterment of the local community

#### **Our Commitment**

We are committed to fostering a supportive work environment where all team members contribute to our shared mission of community enrichment and organizational excellence.

Pal Center is an equal-opportunity employer committed to diversity and inclusion in the workplace. We encourage individuals from all backgrounds to apply.

#### **How to Apply:**

Please submit your resume and a cover letter outlining your qualifications and interest in the Strategic Initiatives Lead role. Applications can be emailed to [Jade@redwoodcitypal.org](mailto:Jade@redwoodcitypal.org)