



DIRECTOR OF YOUTH INITIATIVES

Independent Contractor | Remote

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Work Location: Remote, with periodic in-person activities and travel
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Position Type: Independent Contractor (1099)
Reports To: Founder & Chief Executive Officer

About the Foundation

The Niculia “Nikki” Williams Education & Equity Foundation was established to honor and continue the life, service, values, and community legacy of Niculia “Nikki” Williams.

Mrs. Williams believed deeply in the potential of children, the importance of education, the strength of families, and the responsibility to create opportunities for others. Throughout her life, she demonstrated those values through her service to young people, families, faith communities, and community-based organizations.

The Foundation transforms that legacy into action by investing in people, organizations, and initiatives that expand opportunity, develop leaders, strengthen communities, and help children and families thrive. Our work includes scholarships and fellowships, youth leadership and development, girls’ and women’s programs, health and wellness, nonprofit leadership development, workforce development, community partnerships, special project grants, and other initiatives consistent with Mrs. Williams’ legacy of service.

Our Purpose

The Foundation exists to educate, empower, and create opportunities for the next generation while investing in the people and organizations working to strengthen communities.

We seek to combine philanthropy with direct programming, leadership development, partnerships, and community investment. As the Foundation grows, we intend to remain entrepreneurial, collaborative, community-centered, and responsive to emerging needs and opportunities.

Position Overview

The Director of Youth Initiatives provides leadership for the Foundation’s programs, partnerships, and investments focused on children, adolescents, and emerging young adults.

The Director will help translate the Foundation’s commitment to young people into meaningful opportunities in education, leadership development, mentoring, workforce and career exposure, recreation, health and wellness, community engagement, and positive youth development.

This is an entrepreneurial role. The Director will have an opportunity to help build and shape the Foundation’s youth portfolio, rather than simply administer established programs.

The Director will work closely with the Founder & CEO, other Foundation directors and contractors, community partners, schools, nonprofit organizations, colleges and universities, employers, funders, families, and young people themselves.

Primary Responsibilities

- Help develop and implement the Foundation’s overall strategy for youth programs and investments.



- Design, coordinate, and support programs that promote educational opportunity, leadership, mentorship, career exploration, workforce development, recreation, and positive youth development.
- Help develop the Foundation's signature youth initiatives and identify opportunities for new programs as the Foundation evolves.
- Build relationships with schools, colleges and universities, community-based organizations, youth-serving agencies, employers, healthcare organizations, faith communities, and other potential partners.
- Identify opportunities for collaborative programs, sponsorships, grants, internships, mentoring, enrichment activities, and other resources benefiting young people.
- Work collaboratively with the Grants & Scholarship Officer on youth scholarships, fellowships, and Special Project Grants.
- Collaborate with the Directors of Girls & Women's Programs and Health & Wellness on initiatives that intersect with youth leadership, health, education, and development.
- Help recruit and coordinate volunteers, mentors, speakers, community partners, and contractors involved in youth programming.
- Assist with developing program goals, participation measures, outcomes, evaluations, and impact stories.
- Represent the Foundation at appropriate community meetings, events, conferences, and partnership activities.
- Support fundraising and development efforts by helping communicate the needs, accomplishments, and impact of the Foundation's youth initiatives.
- Participate in Foundation planning, leadership meetings, signature events, and other organizational activities as appropriate.

Program Development & Innovation

The Foundation is intentionally building its programs over time. The Director should bring ideas, creativity, relationships, and an entrepreneurial mindset to the position.

The Director will be encouraged to identify emerging opportunities for the Foundation to support young people and to recommend new partnerships, programs, pilot projects, and community investments consistent with the Foundation's mission. Programs may begin as small pilots and expand as funding, partnerships, and organizational capacity increase.

Qualifications & Experience

The Foundation welcomes candidates with professional, nonprofit, educational, community, philanthropic, public-sector, or lived experience relevant to youth development. Competitive candidates will generally demonstrate:

- Experience working with children, adolescents, young adults, families, schools, or youth-serving organizations.
- Knowledge of youth development, education, mentoring, workforce development, leadership development, recreation, community engagement, or related areas.
- Strong interpersonal, communication, organizational, and relationship-building skills.
- Ability to develop partnerships across nonprofit, educational, governmental, philanthropic, business, and community settings.
- Ability to work independently while collaborating effectively with a distributed team.
- Creativity, initiative, sound judgment, and an entrepreneurial approach to building programs.
- Commitment to educational opportunity, equity, community service, and the mission and values of the Foundation.

A particular academic degree is not necessarily required. The Foundation values experience, demonstrated leadership, community knowledge, relationships, creativity, and the ability to produce results.



Technology & Remote Work

This is an entirely remote position, except for required or mutually agreed-upon in-person meetings, programs, retreats, and events.

The Director must be comfortable working independently in a virtual environment and participating in meetings through Zoom and Google Meet. The Director should also be proficient with, or willing and able to quickly learn, technology platforms used by the Foundation, which may include Google Workspace, Slack, Salesforce, Zoom, Google Meet, Microsoft Office, and other project-management, communications, fundraising, and collaboration applications adopted by the Foundation.

The Director is expected to maintain reliable internet and telephone access necessary to perform contracted responsibilities.

Travel & In-Person Participation

Some travel may be required for Foundation programs, partnership meetings, conferences, community activities, and other events.

Although the Foundation operates remotely, the Director should generally be available to participate in major in-person Foundation activities, including the Annual Dinner, Women's Leadership Breakfast, Leadership Retreats, youth programs, and other designated signature events. Specific travel and event responsibilities will be established based upon program needs and the Director's scope of work.

Collaboration

The Director of Youth Initiatives will operate as part of a collaborative Foundation leadership structure and may work closely with the Founder & Chief Executive Officer, Director of Girls & Women's Programs, Director of Health & Wellness, Director of Special Events, Director of Development, Director of Policy & Government Relations, Grants & Scholarship Officer, Finance Director, Board of Directors, and other contractors, consultants, volunteers, and community partners.

Because the Foundation is intentionally maintaining a lean organizational model, collaboration across portfolios will be an important part of the Foundation's culture.

Independent Contractor Relationship

This is an independent contractor position. The scope, hours, projects, and compensation will be established through a written professional services agreement and may evolve based upon the Foundation's funding, programs, and organizational needs.

The contractor will exercise appropriate professional independence in carrying out the agreed-upon scope of services and will be responsible for fulfilling the terms and deliverables established in the applicable professional services agreement.

An Evolving Role

The Niculia "Nikki" Williams Education & Equity Foundation is a growing organization. Accordingly, this position description is intended to establish the general purpose, responsibilities, and expectations of the role rather than an exhaustive list of duties.

Responsibilities, programs, priorities, and opportunities may evolve as the Foundation develops new partnerships, secures additional resources, launches new initiatives, and expands its community impact.

We are looking for individuals who are excited not only about filling a position, but about helping build an institution and carrying forward a legacy of service for future generations.