

Job Title:	Deputy Director of Innovation	Revision Date:	
Department:	Mayor's Office of Community Empowerment & Opportunity (MCEO)	Hiring Manager:	Denise M. Carter
Salary Range (optional)		Application deadline:	until further notice
Position Type	Full-time Exempt		

Overview of City of Philadelphia

With a workforce of over 30,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the fifth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

Agency Description

The Mayor's Office of Community Empowerment and Opportunity (CEO) is the City's anti-poverty agency. Housed in the Health and Human Services Cabinet of the Managing Director's Office of the City of Philadelphia, the agency pursues two strategies:

1. Provide direct funding to support anti-poverty efforts. As Philadelphia's Community Action Agency, CEO allocates Community Services Block Grant (CSBG) to non-profit partners through performance-based contracts that increase opportunity for low-income individuals, families, and communities.
2. Implement the City's anti-poverty plan, *Shared Prosperity Philadelphia*, which focuses on five strategies — improving housing security, increasing access to public benefits and essential services, improving economic security and asset building, early learning and workforce development — by aligning the efforts of the city's public, private and non-profit stakeholders in support of ambitious goals in each of these areas. In addition, CEO serves as the lead agency for Philadelphia's Promise Zone, a place-based effort to implement these strategies in a section of West Philadelphia.

For more information, please visit www.sharedprosperityphila.org.

Position Summary

The Mayor's Office of Community Empowerment and Opportunity (CEO) is seeking a mission-focused, seasoned, strategic leader, with a strong knowledge of the philanthropic community and the political landscape in Philadelphia, to assume the role of Deputy Director of Innovation. The Deputy Director of Innovation will work as a member of the Executive Team to help guide the overall direction of the agency. This position is responsible for managing research and program and policy design and development in support of meeting the goals of *Shared Prosperity Philadelphia*, the citywide anti-poverty plan. This position reports to the Executive Director and works very closely with the Deputy Director of Operations and the Director of Planning and Evaluation to help maximize the effectiveness of agency investments and fulfill the mission of CEO. The Deputy will preserve CEO's positive reputation with external partners, City departments, and stakeholder groups, and promote high ethical conduct effectiveness and inclusion throughout the organization.



Essential Functions

Direct supervision, support, and coordination of Senior Policy Staff, communications, fundraising, and research efforts; support external convening bodies, including the Oversight Board and working groups; other duties as assigned.

Competencies, Knowledge, Skills and Abilities

Strong leader, self-directed, self-starter, ability to demonstrate flexibility and exercise the authority of the position with sound judgment, detail-oriented, ability to manage complex and long term projects, ability to anticipate and meet deadlines, ability to support staff and model best practices. Excellent oral and written communication skills, as well knowledge of antipoverty policies, are a must.

Qualifications (Education and Experience)

Qualifications of an ideal candidate: Four (4) year college degree required, Master's Degree preferred; equivalencies in formal advanced degree and experience will be considered; previous work in non-profit or public sector is ideal; strong development or policy background is essential. 7-10 years of progressive management experience required.

Other requirements: Must establish residency in the City of Philadelphia within 6 months of employment; must possess and maintain a valid driver's license; must be able to work evening and weekend hours, as required.

Salary commensurate with experience. Excellent benefits.

Additional Information

To apply please send a resume, cover letter, and a two-page writing sample (as one combined document) to Denise Carter at Denise.Carter@phila.gov

[Click here to apply](#)

Successful candidate must be a city of Philadelphia resident within six months of hire

The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to faqpchr@phila.gov. For more information, go to: Human Relations Website:

<http://www.phila.gov/humanrelations/Pages/default.aspx>