

City Scholars® FOUNDATION

Helping Education Nonprofits Thrive

Call for Applications:

ASSOCIATE DIRECTOR, Impact & Engagement

Be a part of something bigger. Put your passion and talent to work helping education nonprofits thrive.

At City Scholars® Foundation, we're on a mission to do just that, as we bring corporate and community leaders together to strengthen and accelerate the impact of critical education nonprofits that collectively give each year over 56,000 low-income youth a better chance to learn and achieve against the odds.

To expand our impact and influence throughout Southern California and beyond, we're looking for a strategic, collaborative, proactively motivated and organizationally gifted **ASSOCIATE DIRECTOR** to join our team. With sleeves up, hands on and a heart for helping nonprofit leaders and the children they serve succeed, our **ASSOCIATE DIRECTOR** manages outreach, operations and engagement for our proven-effective, signature investment, the City Scholars® Fellowship for Education.

If you're an experienced program manager who (1) would love joining forces with a small staff and growing community of executive volunteers (a.k.a. TEAM City Scholars®) to make the Foundation's mission possible, (2) can zoom out to see the big picture and zoom in to execute the day-to-day, (3) is highly self-accountable working in a hybrid, largely virtual environment; and, (4) is ready to scale your impact to build brighter futures for thousands of low-income, high-potential youth, then we look forward to reviewing your application.

WHO WE ARE:

We are City Scholars® Foundation, a tax-exempt, for purpose corporation founded in 1993. **We believe every child deserves a quality education regardless of their zip code or family income.** In high-poverty, under-resourced communities, education nonprofits play a critical role helping youth succeed both in and out of the classroom. That's why we're passionately committed to helping education nonprofits thrive.

WHAT WE DO:

To survive and thrive, quality education nonprofits depend upon resourceful, resilient and collaborative leaders who need more than heart to keep the lights on and the doors open. Because education counts and leadership matters, we've partnered since 2014 with a growing corps of executive volunteer donors, corporate and foundation partners and other leadership donors to sponsor the **City Scholars® Fellowship for Education.**

As a collaborative, tuition-free leadership and capacity building institute, our Fellowship for Education invests in and partners with a diverse community of highly-motivated nonprofit CEOs (distinguished as City Scholars® Foundation Fellows) to grow out-of-school time and school-based education nonprofits (currently 21) from survival to success to significance. Together, our Foundation Fellows and the education nonprofits they lead empower over 56,000 low-income, high-potential youth each year throughout the five-county Greater Los Angeles region to succeed in school, at work and in life. Be inspired at www.cityscholars.org.

WHAT YOU'LL DO:

As our **ASSOCIATE DIRECTOR**, you'll report to and work closely with our Founder & President; collaborate day-to-day with our Operations Manager and Foundation Intern(s); and, interact extensively with TEAM City Scholars® executive volunteer donors (Board & Executive Council), corporate, foundation and community partners and other supporters to advance the Foundation's mission, impact and continued growth.

You'll embrace our team's commitment to representing the Foundation with integrity and professionalism at all internal and external events, while collaborating to ensure the Foundation grows forward operating efficiently and effectively like a well-oiled machine. With team support, core accountabilities for this high-impact role include among others:

Program Implementation:

- Managing and participating with our Fellowship for Education's annual nomination and selection process which engages both internal and external stakeholders to identify, vet, select and onboard diverse, highly-motivated First-Year Foundation Fellows.
- Organizing, participating in and evaluating in-person and virtual Fellowship for Education convenings that facilitate learning, support accountability and promote collaboration throughout our Fellowship for Education community. Convenings include (but are not limited to) the annual Kick-Off and year-end Retreat, monthly Roundtables and BootCamps and an ongoing series of small group Leadership Labs.
- Overseeing the development, implementation and ongoing evaluation of both our Fellowship for Education's online resource and communications hub and a program database/CRM system to effectively track engagement and impact.
- Maintaining consistent communication with Foundation Fellows to monitor progress, share resources and provide support.

Impact Reporting & Communications:

- Organizing and curating our Fellowship for Education's IMPACT Library, including testimonials, demographics, videos, photos, etc. for our Foundation Fellows and the education nonprofits they lead.
- Managing the production and distribution of inspiring impact communications (shared through multiple channels) that leverage data-driven storytelling to promote greater awareness of and engage increased support for the transformative and exponential impact of our Fellowship for Education.

Stakeholder Engagement:

- Collaborating with our Founder & President to recruit and engage TEAM City Scholars® executive volunteer donors who serve as facilitators for our Fellowship for Education, leadership advisors for our Foundation Fellows and as advocates and ambassadors for the Foundation.
- Collaborating with our Operations Manager and TEAM City Scholars® executive volunteer donors to mobilize increased financial, in-kind and volunteer support from institutional partners and individual donors for our Fellowship for Education and the Foundation.

WHO YOU ARE:

To thrive in this role and achieve significant impact, you:

- possess a Bachelor's degree and a proven track record of success (ideally 5 – 7 years or more in a progressively responsible program management or related role(s); share our passion for helping education nonprofits, their leaders and the children they serve succeed (as demonstrated through professional and/or volunteer service); and, are a consummate connector, resource wizard and relationship builder.
- are a versatile, collaborative and impact-driven team player who excels working independently and collaboratively in hybrid office environments. Experience working within a small business, nonprofit or philanthropic organization helps ensure success and is strongly preferred, while program management and meeting and event coordination experience is essential. Experience with or exposure to impact communications, leadership development and/or nonprofit capacity building is a plus.
- think BIG while implementing projects both large and small with excellence; take ownership and initiative; balance focus with flexibility and enthusiasm with patience; have strong analytical and problem-solving skills; demonstrate excellent written and verbal communication skills; are extremely detail-oriented; thrive managing multiple (sometimes changing) priorities and projects with minimal supervision; and, handle confidential matters with discretion.
- are highly proficient with Microsoft Office and Google Workspace. Proficiency with or ability to quickly learn Dropbox, Zoom, Salesforce, SurveyMonkey, WordPress, Canva, Adobe Acrobat Pro, various social media and collaborative productivity technology is a plus.
- can present proof of full COVID-19 vaccination; have access to secure, high-speed internet and a dedicated workspace; possess a valid driver's license; own or have access to a reliable automobile with proof of insurance and valid registration; and, can lift 20 lbs.

COMPENSATION:

As **ASSOCIATE DIRECTOR, Impact & Engagement** you'll join our team earning \$72,000 - \$75,000/year working full-time as a salaried, exempt employee.

BENEFITS:

- Hybrid workplace (virtual/remote collaboration most days with a daily TEAM Huddle + 2 – 4 in-person meetings and/or events each month held at various locations in Downtown Los Angeles and/or the Greater Los Angeles region)
- Most Fridays free of meetings and events to allow time for catch up and deep dive work
- Mileage, public transportation and/or parking reimbursement for in-person meetings and events
- Paid Time Off (including mid-year and end-of-year office closure)
- Employer contribution to group health plan and SIMPLE IRA retirement savings plan upon eligibility
- Professional development opportunities

HOW TO APPLY:

Submit **(1) your professional resume** and **(2) a thoughtful cover letter** sharing a. why our mission matters to you; b. why you are the best candidate for our **ASSOCIATE DIRECTOR, Impact & Engagement** role; and c. how you stay focused, organized, motivated and accountable working in a hybrid, largely virtual office environment.

Email both application documents as **PDF files to team@cityscholars.org**. Please indicate the following in the subject line: *Last Name, First Name – Associate Director, Fellowship for Education Application*. Only qualified applicants selected for the interview process will be contacted. No phone calls please.

City Scholars® Foundation is an equal opportunity employer. *Nothing in this position description restricts the Foundation's right to assign or reassign duties and responsibilities of this position at any time.*