

City Scholars® FOUNDATION

Helping Education Nonprofits Thrive

Call for Applications: FOUNDATION ADMINISTRATOR

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—ensuring over 32,000 low-income, high-potential youth each year have a better chance to learn and achieve against the odds.

If you find joy and take pride in organizing, coordinating and supporting a diverse portfolio of operational priorities, projects, meetings and events, you may be exactly the **FOUNDATION ADMINISTRATOR** we're looking for to join our team.

With sleeves up, hands on, and a heart for helping nonprofit leaders and the children they serve succeed, our **FOUNDATION ADMINISTRATOR** keeps things running smoothly behind the scenes and within our community. By coordinating meetings and events and supporting administrative operations, communications and philanthropy outreach, our **FOUNDATION ADMINISTRATOR** strengthens the systems and structure that power our Foundation and our signature investment, the City Scholars® Fellowship for Education. If you're ready to grow with us—and not just work for us, we look forward to reviewing your application.

WHO WE ARE:

We are City Scholars® Foundation, a tax-exempt, for-purpose corporation established in 1993 with a bold vision: to expand educational opportunity for thousands of low-income youth. **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 our MISSION — 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 supporters to sponsor the **City Scholars® Fellowship for Education**.

As a collaborative, multi-year leadership institute and impact network, 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 23) from survival to success to significance. Together, our Foundation Fellows and the education nonprofits they lead empower over 32,000 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.

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WHAT YOU'LL DO:

As our **FOUNDATION ADMINISTRATOR**, you'll be the **engine behind our mission** — reporting directly to our Founder & President, collaborating closely with our Associate Director and Graduate Associate/Intern(s), and regularly engaging with TEAM City Scholars® executive volunteers, corporate and foundation partners, and community supporters.

You'll help uphold the standards of excellence that fuel our culture of success and exponential impact through your business-professional attire and demeanor at all internal and external events—whether in-person or virtual.

While not exhaustive, the following represents core responsibilities for this dynamic, purpose-driven role:

1. Meeting & Event Logistics

- Collaborate with our Associate Director and staff to plan, promote, and evaluate in-person and virtual *Fellowship for Education* annual events and monthly convenings, quarterly Board meetings, and our annual TEAM City Scholars® Leadership Summit for Board, Executive Council and Staff. Meetings and events range from focused sessions (7–10 participants) to larger convenings (50–60+ participants).
- Coordinate logistics: scheduling, venues/AV, catering, printed materials, Zoom hosting, RSVP tracking, volunteer coordination, taking minutes or notes as needed, and onsite event set-up and breakdown.

2. Administrative Operations

- Keep our hybrid “mobile” office running smoothly: manage email inboxes and calendars, organize digital files, troubleshoot technology, reserve meeting space, process mail, order supplies and maintain subscription services.
- Maintain the Foundation's master calendar across all functional areas, and provide scheduling, follow-through and administrative support for our Founder & President.
- Partner with our Associate Director, Board Secretary/Treasurer and pro bono accountant to help manage day-to-day operations and support long-term financial sustainability by tracking and processing contributions, pledges, invoices, reimbursements and credit card expenses.
- Help implement and streamline operational systems and processes that support HR, IT and essential business functions—keeping our team resilient, resourceful, and ready to serve.

3. Communications & Philanthropy Support

- Assist with data collection, production logistics, and distribution of mission moments, impact spotlights, and our annual impact report across communications channels (e.g., email, web, print, social media).
- Research funders, support the preparation, submission and tracking of grant proposals and donor appeals, send personalized donor acknowledgements, make thank-you calls and help maintain our donor database, website, and communications tools.

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WHO YOU ARE:

You are confident and professional when engaging with C-suite executives and influential corporate and community leaders. You take pride in making sure nothing falls through the cracks and are energized by helping a high-performing team do its best work.

An effective communicator, thoughtful problem solver, and natural systems thinker, you manage multiple moving pieces with calm and care in a hybrid (largely “mobile”), small-team work environment. You’re tech-savvy, resourceful, and solutions-oriented—able to navigate challenges and make things work. Above all, you're **inspired by our mission** and excited to contribute your operational and administrative skills to a small but mighty team working to help education nonprofits thrive. You also:

- **Hold a bachelor’s degree and a track record of excellence in operations, project coordination, and/or administrative roles**—ideally in a mission-driven nonprofit or philanthropic setting. Experience coordinating meetings and events for high-level stakeholders is especially welcomed.
- **Are confident using Microsoft Office, Google Workspace, and Zoom**—and comfortable learning new tools. Familiarity with other office, data and project management platforms is helpful but not required.
- **Meet key logistical requirements.** You have a secure, dedicated workspace with reliable high-speed internet for remote work and collaboration. You also have a valid driver’s license, access to a dependable, insured vehicle with current registration, and the ability to lift 20 lbs.

COMPENSATION:

As **FOUNDATION ADMINISTRATOR**, you’ll join us earning \$30 - \$33/hour DOE working 35 hours/week (M - F, 9:30 AM – 5:30 PM, with a one-hour unpaid lunch break). Annual starting compensation is estimated at \$55,000 - \$60,000 with room to grow based on your contributions and the Foundation’s success.

BENEFITS:

- **Hybrid Workplace (Remote + Downtown LA):** In-person meetings, events, and site visits typically occur 2–4 times/month across Greater LA, with set-up often beginning at 8:30 a.m. (or 7:30 a.m. for our retreat).
- **35-Hour Workweek:** Do work that matters—and still enjoy life outside of it.
- **Commuter Benefit Plan:** For in-office and event-related travel
- **Paid Time Off:** Including year-end office closure
- **Employer Contribution:** To group health plan and SIMPLE IRA retirement savings plan (upon eligibility)
- **Professional Development Opportunities:** Available throughout the year

HOW TO APPLY:

Submit your resume and a brief, thoughtful cover letter as one PDF to team@cityscholars.org with the subject line, **Last Name, First Name – Foundation Administrator Application**. In your cover letter, please address: (1) What fuels your passion for our mission, (2) How you can help advance our work in this role, and (3) Why you believe this role and TEAM City Scholars® is a great fit for you — and you for us?

Only qualified applicants selected for interviews 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.*