

# City Scholars® FOUNDATION

Helping Education Nonprofits Thrive

## Call for Applications: FOUNDATION ADMINISTRATOR – Program & Operations

**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 40,000 low-income, high-potential youth each year have a better chance to learn and achieve against the odds. To advance our work, we're looking for a versatile, proactive, highly organized, and detail-oriented **FOUNDATION ADMINISTRATOR** 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** is a **key force behind the scenes and within our leadership community—strengthening the operational backbone that allows the Foundation and our signature investment, the City Scholars® Fellowship for Education, to grow and thrive.**

Reporting to our Founder & President, this dynamic, purpose-driven role combines elements of program administration, meeting and event coordination, and business operations—ensuring that each day brings new opportunities to make a meaningful difference. This is not just a job; it's an opportunity to support leaders and nonprofits building brighter futures for thousands of low-income youth. If you're energized by our mission, committed to excellence, and inspired by the powerful ripple effect of leadership, 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 (whom we sponsor 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 40,000 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](http://www.cityscholars.org).

**WHAT YOU'LL DO:**

As our **FOUNDATION ADMINISTRATOR**, you'll be the **engine behind our mission**—collaborating closely with our Associate Director and Foundation Intern, 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.

This high-impact role sits at the center of our work—supporting program delivery, leadership engagement, and the operational systems that enable our Foundation to thrive. It is designed to contribute across key areas, with priorities shifting throughout the year based on program cycles, events, and organizational needs, and with clear guidance on priorities from the Foundation's leadership. While not exhaustive, the following represents core responsibilities for this position:

**1. Program Administration**

- Coordinate day-to-day logistics for the City Scholars® Fellowship for Education, including the annual nomination and selection process, monthly leadership challenges, leadership coaching support, resource sharing and impact tracking.
- Help organize and curate the Fellowship for Education's IMPACT Library (e.g., impact data, testimonials, demographics, leadership challenge trackers, videos and photos) and support the development and distribution of impact communications across email, web, print and social media.

**2. Meeting & Event Coordination**

- Partner with Associate Director to organize, and support monthly convenings and annual events (in-person and virtual) for our Fellowship for Education, as well as quarterly Board meetings (virtual) and our annual (in-person) TEAM City Scholars® Leadership Summit.
- Coordinate logistics including scheduling, venues/AV, catering, materials, Zoom hosting, RSVP tracking, volunteer coordination, and onsite execution (set-up/breakdown and note-taking, as needed). Meeting sizes range from focused sessions (7–10 participants) to larger convenings (50–60+ participants).

**3. Business Operations**

- Keep our hybrid “mobile” office running smoothly by managing calendars and shared email inboxes, maintaining organized digital files, coordinating technology and meeting space, processing mail and overseeing supplies and subscriptions.
- Provide scheduling, follow-through and administrative support for our Founder & President.
- Support day-to-day philanthropy operations and financial administration in partnership with the Associate Director, Board Secretary/Treasurer, and pro bono accountant, including tracking, processing, and acknowledging contributions and pledges, as well as processing invoices, reimbursements, and expenses.
- Help implement and maintain operational systems and processes that support organizational effectiveness—keeping our team resilient, resourceful, and ready to serve.

### **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 administrative, project coordination and relationship-building 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 program administration, project coordination and/or operations**—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/hour, working full-time (generally 40 hours/week, Monday–Friday, 9:00 AM–6:00 PM with a one-hour unpaid lunch break). This equates to \$62,400 annually, plus full benefits, 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).
- **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](mailto: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.*