City Year, Inc.

COLUMBIA

POSITION ANNOUNCEMENT

Executive Director

CITY YEAR OVERVIEW

City Year unites highly talented young adults of all backgrounds for a year of full-time service to help students succeed in school and stay on-track to high school graduation. City Year was founded upon the simple and powerful idea that young people can change the world, and our mission is to build democracy through citizen service, civic leadership, and social entrepreneurship. We believe that service is the foundation upon which we can engage citizens to benefit the common good, and it is through our corps members' work in schools that they make a difference in the lives of youth and develop the skills critical to becoming socially responsible, civic-minded leaders for the next generation. Since our inception in 1988 as a Boston-based pilot program with 50 participants, City Year has grown into an international organization, annually engaging more than 2,000 corps members in 21 U.S. locations, Johannesburg, South Africa, and London, England. Following their year of service, research has shown that City Year corps members become a positive force for change in their communities, and are more likely to vote, volunteer, and engage with diverse groups of people relative to their peers. City Year has served in Columbia, since 1993.

City Year is one 501(c)(3) organization, with a single Board of Trustees. Each of City Year's 21 domestic sites has its own local Advisory Board, which plays a critical role in raising funds, connecting the local City Year site to resources, and providing strategic guidance.

CITY YEAR SERVICE MODEL- WHOLE SCHOOL WHOLE CHILD

Through City Year's Whole School Whole Child model, diverse teams of full-time corps members serve in the highest need elementary, middle and high schools to help improve student attendance, behavior and course performance – which research confirms are indications of a student's likelihood of graduation from high school. As near-peers who begin their service before the first bell rings and stay until the last child leaves the after-school program, corps members deliver highly integrated services throughout the school day:

- Attendance Monitoring and Incentive Programs: Corps members work closely with students to monitor and improve attendance through special initiatives and communications to parents and guardians.

- Behavioral Support: Corps members coach students toward behaviors and attitudes that reflect a strong, purpose-driven character through general instruction, mentoring and incentive programs.

- Course Performance in Math and English: Corps members tutor one-on-one, in small groups and during whole class activities and lead out-of-class extension activities that complement the school's instruction and help to put students on a path towards college.

This full-time service provides a continuous, supportive presence throughout the day to build connections between students' classroom learning and their before and after school experiences in order to accelerate their achievement.

POSITION OVERVIEW

The Executive Director (ED) serves as the primary leader, visionary, external champion, builder, and internal manager of a City Year site. The ED holds responsibility, accountability, and authority for the site's performance and success in achieving its potential for impact, sustainability, and scale. The ED is a "resource magnet" and provides and translates strategy into action and results. This is done by developing and executing a multi-year strategic plan, an annual operating plan and budget to manage the overall performance and growth of the site.

The ED integrates the sites' strategy and priorities with those of City Year, Inc. and participates within the City Year global network to advance the mission of City Year by:

- Establishing working relationships with the staff at City Year Headquarters, including the Regional Site Operations Department.
- Serving as a member of the network-wide team of EDs to exchange support, resources, and best practices.
- Serving on network-wide project teams and providing input on the strategy and priorities of City Year, Inc.

The ED represents the organization within the local community and local government by establishing and maintaining relationships with and aligning major local internal and external stakeholders, including the staff team, site board members, corps members, service partners, AmeriCorps, and private sector funders and sponsors.

The ED is the primary steward of City Year's impact locally, leading City Year's efforts to keep students in school and on track, while also ensuring the growth and sustainability of the City Year site. In Columbia, three critical areas of focus for the ED will be deepening City Year's relationship with Columbia City Schools, growing and strengthening the site's Board, and expanding private sector support for City Year.

This ED reports to the Regional Director, Regional Site Operations and City Year Headquarters. The ED is responsible for leading site staff to ensure performance and improvement of the 12 major functions of Columbia's site:

1. **Board Management & Development:** Recruit, develop and manage a dynamic, engaged, and productive site board. Staff and partner with site board chair to develop a multi-year strategic plan, lead the site and board, and contribute to the success of City Year, Inc.
2. **Public Policy:** Engage local and national elected officials, including the mayor, city council, governor, state officials, and members of U.S. Congress to support funding and policies for advancing City Year and the national service movement.
3. **Government Relations:** Maintain relationship with AmeriCorps state commission; prepare effective AmeriCorps grant applications and progress reports, and meet compliance requirements.
4. **Fundraising/Development:** Lead site staff and board to raise funds to meet annual revenue goals, cover budgeted expenses, and generate appropriate surplus; identify, cultivate, solicit, and manage strategic relationships with funders; build a sustainable revenue model based on philanthropic, government, and earned income sources.
5. **Corps Recruitment:** Ensure site recruits, selects, and admits its corps, meeting quality, quantity, and inclusivity goals.
6. **Program:** Ensure site delivers a transformative civic leadership development and training program for corps members.

7. **Service:** Ensure site develops and implements an effective, high-quality strategy for transformative service, meeting the needs of service recipients, community service partners and aligning with the network-wide service model.
8. **Financial Management:** Manage fiscally-sound budgeting, forecasting, expense management, and cash flow for a budget of up to $2 million.
9. **Research & Evaluation:** Ensure the site effectively measures and evaluates its programmatic and service impact.
10. **Alumni Engagement:** Involve corps alumni to advance City Year goals and continue their lifetime of service.
11. **Human Potential:** (HR) Recruit, hire, develop, retain, inspire, and motivate a diverse and high performing staff team.
12. **Communications:** Ensure the site achieves goals for marketing, publications, media, and brand management.

QUALIFICATIONS

- A minimum of 8 –10 years of professional experience with a solid track record of building an organization.
- Outstanding leadership and management skills.
- Demonstrated success in overseeing a complex enterprise at a high level of responsibility.
- Ability and experience working in an entrepreneurial and dynamic organization.
- Strong passion for and commitment to the tripartite mission of City Year of delivering high impact service to youth and institutions in the neighborhoods of Columbia; developing young people in the corps as powerful civic leaders and life-long active citizens; and promoting and advancing the concept of voluntary citizen service.
- Ability and interest to lead a site within a larger global network; familiar with the challenges of coordinating local organizational priorities with global/national ones.
- High level of organizational and political sophistication, especially as relates to connecting programs to funding, creatively generating other resources, and building collaborative and strategic partnerships.
- Passion for and career interest in nonprofit management and social enterprise.
- Proven skills and experience in fundraising and/or sales; a “closer”; ability to meet annual and quarterly revenue goals.
- Outstanding relationship management skills; gravitas; ability to build relationships with senior level stakeholders.
- Outstanding written and oral communication, listening, and presentation skills.
- Ability to hire, develop, retain, inspire, and motivate a diverse, high performing staff.
- Ability to relate with and inspire 17 – 24 year olds; believe in youth as agents of social change.
- Ability to mobilize large or small groups into action to promote change.
- Experience managing an organizational or large departmental budget.
- Ability to manage growth; strategic planning, organizational development, capacity-building, and performance management skills.
- Strong qualitative and quantitative analytical abilities.

- Ability to create a healthy, inclusive work environment for self and staff including; work-life balance, celebration, and esprit de corps.
- At least intermediate proficiency in MS Word, Excel, and PowerPoint; Database and MS Outlook experience a plus.
- All of the following skills or experiences are extremely helpful:
    - City Year experience
    - Significant not-for-profit work, volunteer experience, or multi-sector experience
    - Content knowledge of youth development, education, and/or community or national service
    - Established network in Columbia

EDUCATION:

- Bachelor's degree required
- Advanced degree a plus, including a management degree (MBA, MPP, MPA)

COMPETITIVE SALARY AND BENEFITS:
Comprehensive benefits including health insurance, vacation days, holidays, parental leave, 401K, FSA, T-Mobile Blackberry phone/service and more.

Qualified applicants should send a resume, cover letter, and references by email to:

Maureen Alphonse-Charles, Senior Director of Executive Acquisition
Email: cyexecutivejobs@cityyear.org
Email subject line: City Year Columbia, Executive Director Search
*Please include where you found this posting