



Impact Opportunity: FELLOWSHIP MANAGER

Behind every great cause is a great leader who needs more than heart to keep the lights on and the doors open. That's why, at **City Scholars® Foundation**, we're on a mission to educate and empower nonprofit CEOs to lead well with limited resources, as they help thousands of low-income youth stay in school, out of trouble and on track to a brighter future.

To fulfill our mission, we sponsor our **City Scholars® Fellowship**. As a high-impact leadership learning community, our **City Scholars® Fellowship** inspires, challenges, equips and encourages a diverse, yet extraordinarily collaborative network of nonprofit CEOs who are distinguished as **City Scholars®** Foundation Fellows. Together, our Foundation Fellows currently help each year more than 45,000 predominantly low-income youth throughout the five-county Greater Los Angeles region achieve against the odds in school and in life. **Learn more at www.cityscholars.org.**

If you (1) would love helping leaders with heart improve their “serve,” (2) are ready to join a focused and fired-up team of mission-driven staff and executive volunteers and (3) want to help us scale our impact throughout the Greater Los Angeles region and beyond, submit your application for consideration as our **FELLOWSHIP MANAGER**.

POSITION SUMMARY:

As our **FELLOWSHIP MANAGER**, you'll leverage your organizational, project management and interpersonal skills to ensure the successful execution of our well-established Fellowship Game Plan, including:

- (1) Managing program and event logistics** for (a) our annual Fellowship Kick-Off (January), monthly Fellowship Roundtables (February - September) and annual Fellowship Retreat (October); (b) our annual Fellowship Selection and Impact Review for current and prospective Foundation Fellows, (c) individual leadership coaching sessions for each Foundation Fellow with our Founder & President and (d) leadership mentoring sessions pairing Foundation Fellows with **TEAM City Scholars®** executive volunteers.
- (2) Engaging Corporate & Foundation PARTNERS and TEAM City Scholars® executive volunteers with our Fellowship convenings throughout the year**, so as to enhance learning, networking and accountability among our Foundation Fellows.
- (3) Capturing and creatively communicating our Fellowship's direct and exponential impact** (through print, video, web, social media, e-communications and public/media relations) to inspire (a) our Foundation Fellows, (b) leaders beyond our Fellowship, (c) those whose contributions make our Fellowship possible and (d) similar leadership development efforts in urban communities across the nation.

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You'll actively participate with our TEAM City Scholars® Board + Executive Council + Advisory Board meetings and events; and, will also support business operations for the Foundation, as needed. You'll report directly to our Founder & President (a salaried Board officer) and work closely with our Administrative Associate.

Our ideal FELLOWSHIP MANAGER:

- wholeheartedly embraces our mission, can think BIG while implementing with excellence day-to-day; and, is confident interacting with and enjoys supporting high-impact corporate and community leaders.
- has earned a BA or BS degree (required), possesses relevant leadership and professional experience preferably in the philanthropic or nonprofit sector; and, is highly-organized, detailed-oriented, resourceful, tech savvy and proficient with Microsoft Office. Proficiency with SurveyMonkey, Salesforce, WordPress, Adobe Creative Suite, Quickbooks and various social media is a major plus.
- has excellent written, verbal communication and presentation skills along with the ability to successfully manage multiple projects and priorities simultaneously with minimal supervision (required).
- is flexible and willing to learn, has strong analytical and problem-solving skills; is committed to getting details right; and, is as comfortable interacting with executives as he/she is picking up lunch for a meeting or water from the drugstore, if necessary.
- enjoys working day-to-day in a small (currently 3-person), team-oriented, fun-loving, business professional environment; and, possesses the poise, professionalism and confidence to represent the Foundation well at Fellowship, Foundation and community events.
- is able to lift 20 pounds, if necessary for event set-up (required); and, possesses a valid driver's license and reliable and appropriately registered transportation (required).

Nothing in this position description restricts the Foundation's right to assign or reassign duties and responsibilities of this position at any time.

COMPENSATION: Starting compensation for this high-impact growth position is \$40,000/year with opportunities for expanded compensation with tenure and exceptional performance. This position is currently classified as full-time (approximately 32 hours/week), non-exempt and benefits eligible.

BENEFITS:

- 4-day, 32-hour work week to promote healthy work-life balance (Monday – Thursday). We work smart four days/week in a Downtown Los Angeles high-rise office and are closed most Fridays.
- Employer contribution to group health and SIMPLE IRA retirement savings plan
- 10 paid holidays (13 paid holidays after three years)
- Parking/public transportation reimbursement up to \$5/day

HOW TO APPLY: To be considered, please submit **(1) your professional resume and (2) a thoughtful cover letter** sharing a. how our mission speaks to you personally, b. how your professional profile and passion (i.e. education, experience, achievements, aspirations, etc.) match our ideal FELLOWSHIP MANAGER profile AND c. what you would enjoy most about this opportunity.

Mail or email BOTH application documents to: City Scholars® Foundation, 611 Wilshire Boulevard, Suite 1109, Los Angeles, CA 90017, careers@cityscholars.org, (213) 627-1792. *IF SENT VIA E-MAIL, ATTACHMENTS MUST BE FORWARDED AS PDF FILES. Incomplete applications or those with .doc or .docx file attachments will not be reviewed.*