



City Scholars® FOUNDATION

Training Leaders to Transform Lives®

Impact Opportunity: FOUNDATION ADMINISTRATOR

If you want to use your gift for administration to help leaders with heart improve their “serve,” submit your application for consideration as our **FOUNDATION ADMINISTRATOR (4-day/week + Benefits)**. Target start date is January 2019.

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**, a high-impact leadership learning community for nonprofit CEOs who, together as City Scholars® Foundation Fellows, help more than 83,000 predominantly low-income youth each year throughout the five-county Greater Los Angeles region achieve against the odds in school and in life. Learn more at www.cityscholars.org.

POSITION SUMMARY:

As our **FOUNDATION ADMINISTRATOR**, you’ll help make our mission possible by working approximately 32 hours/week (Monday – Thursday, 9:00 am – 5:30 pm). Our office is located in a Downtown Los Angeles high-rise. We are closed on Fridays to promote healthy work-life balance.

Reporting directly to our Founder & President/CEO (a salaried board officer) and working closely with our Fellowship Manager, you’ll devote most of your time to providing **critical operations and administrative support**, including (but not limited to):

- (1) Business Operations**, including revenue and expense tracking using Quickbooks software, financial reporting, budget planning, vendor/investment advisor relations, office administration, database management, scheduling and administrative support for our President/CEO.
- (2) Campaign Administration**, including donor database management, sponsorship letter and grant proposal preparation, submission and tracking (using our campaign toolkit templates); and, donor thank-you letters, recognition and communication.
- (3) Website & Social Media Management**, including planning, scheduling, posting and evaluating web/social media activities to build our online presence.
- (4) Executive Volunteer Engagement**, including meeting planning and support for Board meetings, our annual TEAM City Scholars® Leadership Luncheon and year-end Thanks-4-Giving Happy Hour.

- more –

www.cityscholars.org

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Our ideal FOUNDATION ADMINISTRATOR:

- wholeheartedly embraces our mission, can think BIG while implementing with excellence day-to-day; and, is confident interacting with and supporting high-impact corporate and community leaders.
- has earned a BA or BS degree (required), possesses three or more years of administrative or office management experience preferably in the philanthropic or nonprofit sector; and, is highly-organized, detailed-oriented, resourceful, tech savvy and proficient with Microsoft Office. Proficiency with Quickbooks, SalesForce, SurveyMonkey, WordPress, Adobe Creative Suite and various social media is a major plus.
- enjoys working day-to-day in a small, currently 3-person, team-oriented business professional environment.
- has excellent written, verbal communication and presentation skills along with the ability to successfully manage multiple projects and priorities simultaneously with minimal supervision.
- 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 and presenting to executives as he/she is picking up lunch for a meeting or water from the drugstore, if necessary.
- 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: \$30,000/year (or \$18.03/hour) with opportunities for expanded compensation with tenure and exceptional performance. This position is currently classified as full-time (approximately 32 hours/week), hourly, non-exempt and benefits eligible.

BENEFITS:

- 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
- 4-day, approximately 32-hour work week to promote work-life balance
- Office Hours: Monday – Thursday, 9:30 am – 5:30 pm

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 **FOUNDATION ADMINISTRATOR** 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.*