



City Scholars® FOUNDATION

Helping Education Nonprofits Thrive

Call for Applications: **FOUNDATION ADMINISTRATOR**

Put your passion and talent to work helping education nonprofits thrive. City Scholars® Foundation brings corporate and community leaders together to build the capacity and accelerate the impact of critical education nonprofits that collectively each year help over 50,000 low-income youth succeed in school, at work and in life.

To expand our impact throughout Southern California and beyond, we're looking for an exceptionally organized and highly-motivated **FOUNDATION ADMINISTRATOR** with a "roll up your sleeves, let's do this and consider it done" spirit to take charge of (1) program meeting & event coordination, (2) communications and philanthropy administration and (3) day-to-day administrative operations.

We believe you can take care of yourself and still change the world. To support a healthy work-life balance for our employees, we offer a 32-hour full-time Monday – Thursday workweek with occasional work on Fridays for board meetings and special projects. Moreover, we set our goals and our pace to align with our commitment to organizational and individual sustainability.

If you share our passion for expanding educational opportunities for thousands of underserved youth and would love to join an amazingly collaborative and supportive team of executive volunteers and staff who together, as TEAM City Scholars®, make our mission possible, then we look forward to reviewing your application.

WHO WE ARE:

We are City Scholars® Foundation, a tax-exempt, for purpose corporation founded in 1993. **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 schools and families give thousands of youth a better chance to learn and achieve against the odds. That's why we're passionately committed to helping education nonprofits thrive.

WHAT WE DO:

As demand increases, education nonprofits depend upon resourceful and resilient leaders who need more than heart to keep the lights on and the doors open. To help education nonprofits and their leaders grow strong, survive and thrive, we partner with equity-minded corporations, foundations and individuals to sponsor the City Scholars® Fellowship for Education, an innovative leadership and capacity building collaborative.

Powered by TEAM City Scholars® executive volunteers, our Fellowship for Education helps nonprofit CEOs (distinguished as City Scholars® Foundation Fellows) grow the after-school, school-based and youth-focused nonprofits they lead from survival to success to significance. Our Foundation Fellows collaborate each year to help over 50,000 predominantly low-income youth of color throughout Southern California and beyond stay in school, out of trouble and on track to a brighter future. **Be inspired at www.cityscholars.org.**

www.cityscholars.org

WHAT YOU'LL DO:

As our **FOUNDATION ADMINISTRATOR**, you'll report to and support our Founder & President/CEO. Working closely with our Associate Director and part-time Graduate Associate, you'll help us grow forward operating like a well-oiled machine with all of the logistics, administrative and operations "puzzle pieces" falling into place perfectly. Core accountabilities for this high-impact role include but are not limited to:

- **Managing logistics and production for all program meetings and events**
 - collaborate to plan, organize and host monthly Fellowship for Education convenings (both in-person and virtual) that currently range in size from small groups of 6 – 8 to larger events with 75 – 80+ participants
 - review, develop and implement systems and processes to streamline meeting and event coordination
 - research, negotiate and act as the primary contact for venues and vendors (whether paid or in-kind)
 - determine and support catering and AV needs, including creation of required visuals or presentations
 - manage appropriate software/hardware to ensure virtual meetings/events are seamless, i.e., screen sharing, recording, spotlighting speakers, breakout rooms, downloading and editing recordings, etc.
 - oversee tracking of participant RSVPs, guest confirmations, table seating and/or small group assignments, the collection of vaccination records, participation waivers and related printed materials
 - lead day-of-event set-up, event flow and pack down in collaboration with staff support
 - recruit, train and supervise event volunteers as needed; and,
 - produce event summaries and track related expenses to ensure budget compliance.

- **Strengthening infrastructure and day-to-day administration for communications & philanthropy**
 - Help plan, implement and monitor communications strategies that further our mission, celebrate our impact and engage key stakeholders
 - analyze, develop and implement systems and processes to streamline communications and philanthropy operations resulting in increased awareness and support (financial, in-kind and executive volunteer)
 - research, recommend, and implement donor database/CRM system
 - manage and monitor data accuracy of contact databases, website and social media outreach
 - streamline, organize and monitor data accuracy of our Campaign Toolkit, which encompasses tools, templates, timelines, checklists, calendars, etc.
 - prepare, submit and track sponsorship invitations, grant applications and grant reports (using templates)
 - update and coordinate our annual individual donor outreach and monthly giving appeal
 - manage processing of donations and pledge payments, including timely, accurate and personalized donor outreach calls/emails, gift acknowledgements and donor database updates

- **Overseeing and executing day-to-day administrative operations including executive assistance**
 - conduct comprehensive review of existing administrative systems and processes to streamline for greater efficiency and effectiveness.
 - work with our Associate Director to ensure timely and accurate financial recordkeeping (revenue, expenses, payroll, etc.), reconciliation and reporting (using Quickbooks accounting software).
 - act as the key liaison with our pro bono accounting team (CPAs who are TEAM City Scholars® members)
 - manage efficient and effective administrative operations in support of human resources, IT and the Foundation's "mobile" office.
 - manage logistics for, take minutes at and oversee action item follow-up for quarterly Board meetings, annual Board retreat and annual TEAM City Scholars® Board & Executive Council Summit
 - provide administrative, calendar management and travel support for our Founder & President/CEO

WHO YOU ARE:

As a passionate education advocate and impact-driven administrator, you:

- possess a Bachelor’s degree and a proven track record of success as a high-performing, responsible and self-motivated professional who enjoys working within a small, creative, fun-loving and highly collaborative staff team and who excels working independently and collaboratively in both traditional office and virtual environments.
- have experience in the social impact or philanthropic sector (professional and/or volunteer); and, have a strong talent and passion for effectively managing with minimal supervision all the details, data, deadlines and various “puzzle pieces” associated with a diverse portfolio of meetings, events and projects. Experience with communications and philanthropy administration is a plus.
- think BIG while implementing projects large and small with excellence; take ownership and initiative; balance focus with flexibility and enthusiasm with patience; have strong analytical and problem-solving skills; demonstrate excellent written and verbal communication skills; are extremely detail-oriented; and, handle confidential matters with discretion.
- be highly proficient with Microsoft Office and G-Suite. Proficiency with Quickbooks, SurveyMonkey, Salesforce, WordPress, Canva, Adobe Creative Suite and various social media is a major plus.
- can present proof of full, up-to-date COVID-19 vaccination, possess a valid driver’s license; own or have access to a reliable automobile with proof of insurance and valid registration; and, can lift 20 lbs.

COMPENSATION:

As our **FOUNDATION ADMINISTRATOR**, you’ll join us earning \$65,000/year working full-time generally 32 hours/week (Monday – Thursday + occasional Fridays). This is a full-time, exempt, benefits eligible position.

BENEFITS:

Upon successful completion of the Introductory Period, full-time employee benefits currently include:

- Four-Day Workweek, Monday – Thursday + occasional Fridays; Office Hours: 9:00 am – 5:30/6:00 pm
- Hybrid Location = Remote + 2 – 4 days/month on-site in Downtown Los Angeles or surrounding region
- Holiday Pay (18 - 20 holidays/year including end-of-year office closure)
- Employer contribution to group health plan and Simple IRA retirement savings plan
- Public transportation commuter benefit plan (for the days we work together in person)

We take lunchtime seriously and are closed to the public most Fridays to give our team time to reflect, renew and recharge. We work together virtually most of the week; and aim to collaborate in person (practicing all COVID safety protocols) one day a week in Downtown LA or the Greater Los Angeles region.

HOW TO APPLY:

Submit **(1) your professional resume** and **(2) a thoughtful cover letter** sharing why our mission matters to you and how, as our **FOUNDATION ADMINISTRATOR**, you can help the Foundation operate efficiently and effectively as we grow forward. Email both application documents as **PDF files to team@cityscholars.org**. Only qualified applicants selected for the interview process 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.*