



City Scholars® FOUNDATION

Helping Education Nonprofits Thrive

Call for Applications: EXECUTIVE COORDINATOR

Put your passion and talent to work helping education nonprofits thrive with City Scholars® Foundation.

As a small philanthropic organization poised for significant growth, City Scholars® Foundation brings corporate and community leaders together to strengthen and accelerate the impact of critical education nonprofits that collectively give over 56,000 low-income youth each year a better chance to learn and achieve against the odds.

To expand our impact throughout Southern California and beyond, we're looking for a proactively motivated, resourceful and organizationally gifted **EXECUTIVE COORDINATOR** to join our team with a keen eye for detail, a "consider-it-done" attitude and a heart for helping nonprofit leaders and the children they serve succeed. Our **EXECUTIVE COORDINATOR** must also possess a high degree of self-accountability to work successfully with our team in a hybrid, largely virtual or remote environment with 2 – 4 in-person convenings per month.

Reporting to our Founder & President/CEO, this full-time, high-impact role combines elements of executive assistance, meeting and event coordination, communications and philanthropy support and administrative operations ensuring no two days will ever be alike.

If you (1) share our passion for helping education nonprofits and their leaders build brighter futures for thousands of underserved youth, (2) have achieved significant impact in a similar role AND (3) would love to join an amazingly collaborative, supportive and fun-loving 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 youth succeed both in and out of the classroom. That's why we're passionately committed to 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 partner with executive volunteer donors, corporate and foundation partners and other leadership donors to sponsor the **City Scholars® Fellowship for Education.**

As a collaborative, tuition-free leadership and capacity building institute, our Fellowship for Education invests in and partners with a diverse community of highly-motivated nonprofit CEOs (distinguished as City Scholars® Foundation Fellows) to grow out-of-school time and school-based education nonprofits (currently 21) from survival to success to significance. Together, our Foundation Fellows and the education nonprofits they lead empower over 56,000 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.

www.cityscholars.org

City Scholars® Foundation

Call for Applications – EXECUTIVE COORDINATOR – Page 2.

WHAT YOU'LL DO:

As **EXECUTIVE COORDINATOR**, you'll leverage administrative, project management and relationship building skills to further the Foundation's mission and growth, achieving operational excellence and supporting our Fellowship for Education's vibrant leadership learning community which collaboratively transforms the lives of thousands of youth living in urban poverty.

You'll also work closely with our Administrative Director, Bookkeeper/Assistant and Foundation Intern(s); interact extensively by phone, email and in-person with TEAM City Scholars® executive volunteer donors, corporate, foundation and community partners and other supporters; and, represent the Foundation with a high level of professionalism at internal and external events.

Core accountabilities for this full-time, high-impact role include among others:

Executive Assistance & Administrative Operations

- providing administrative, scheduling and travel coordination support to optimize the effectiveness and efficiency of our Founder & President/CEO.
- supporting our Founder & President and Administrative Director with identifying, recruiting and engaging executive volunteers, who as members of TEAM City Scholars®, serve as leadership advisors for our Foundation Fellows and as advocates and ambassadors for the Foundation.
- coordinating and/or assisting with day-to-day office (virtual/co-working) and financial administration.

Meeting & Event Coordination

- scheduling, coordinating logistics for (i.e. facilities, catering, audiovisual, RSVP tracking, agendas, minutes, printing, etc.) and supporting in-person and virtual Fellowship for Education annual events and monthly convenings, quarterly Board meetings and our annual Board & Executive Council retreat.

Communications & Philanthropy Support

- coordinating website, social media and e-communications updates; maintaining accurate contact databases; and, assisting with the development, distribution and evaluation of impact communications shared across multiple platforms
- supporting partner and donor research; donor cultivation and engagement (including personal thank you calls); funding request and grant application submission and tracking; social media fundraising; gift processing and personalized gift acknowledgements; and, donor data management.

WHO YOU ARE:

As a mission-focused, impact-driven professional, you:

- possess a Bachelor's degree, at least three (3) years of experience supporting senior leadership in a similar administrative/project coordination role, a commitment to operational excellence and a passion (demonstrated through professional or volunteer service) for expanding educational opportunities for underserved youth.

City Scholars® Foundation

Call for Applications – EXECUTIVE COORDINATOR – Page 3.

- are a versatile, high-performing, “let’s do this” team player who excels working independently and collaboratively in a hybrid, largely virtual/remote office environment. Experience working within a small business, nonprofit or philanthropic organization and coordinating in-person and virtual meetings and events for high-impact corporate and community leaders helps ensure success and is strongly preferred.
- 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; thrive managing multiple (sometimes changing) priorities and projects with minimal supervision; and, handle confidential matters with discretion.
- are highly proficient with Microsoft Office, Google Workspace and Zoom. Proficiency with and/or the willingness and ability to quickly learn Dropbox, Quickbooks, Salesforce, SurveyMonkey, WordPress, Canva, Adobe Acrobat Pro software and various social media is a plus.
- can present proof of full COVID-19 vaccination; have a dedicated workspace and reliable, high-speed internet; possess a valid driver’s license; own or have access to a dependable automobile with proof of insurance and valid registration; and, can lift 20 lbs.

COMPENSATION:

As **EXECUTIVE COORDINATOR**, you’ll join our team earning \$28 - \$30/hour working full-time as a non-exempt employee. Estimated full-year compensation is \$58,000 - \$62,000.

BENEFITS:

- Hybrid workplace (virtual/remote collaboration most days with a daily TEAM Huddle + 2 – 4 in-person meetings and/or events each month held at various locations in Downtown Los Angeles and/or the Greater Los Angeles region)
- Parking reimbursement for in-person meetings and events
- Paid Time Off (including end-of-year office closure)
- Employer contribution to group health plan and SIMPLE IRA retirement savings plan upon eligibility

HOW TO APPLY:

Submit **(1) your professional resume** and **(2) a thoughtful cover letter** sharing a. why our mission matters to you; b. why you are the best candidate for our **EXECUTIVE COORDINATOR** role; and c. how you stay focused and motivated working in a hybrid, largely virtual (remote) office environment.

Email both application documents as **PDF files to team@cityscholars.org**. Please indicate the following in the subject line: *Last Name, First Name – Executive Coordinator Application*. 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.*