

## Executive Director, Community Education Partnerships

Are you:

- Committed to social and educational justice?
- Deeply concerned about entrenched educational inequities?
- An experienced and growth-oriented leader?
- Looking to put your leadership experience and fundraising skills to work in a growing and thriving mission-based organization?

If so, you are encouraged to apply for the Executive Director position with Community Education Partnerships (CEP). CEP is seeking an Executive Director to build on the organization's strong foundation and lead its next stage of growth. Working with the Board of Directors, staff, and community partners, the new Executive Director will be a champion for CEP's mission, students, and their families.

### About Community Education Partnerships

Established in 2010, Community Education Partnerships (CEP) is a 501(c)(3) nonprofit organization whose mission is to increase the learning opportunities and enhance the academic achievement of students experiencing homelessness and housing instability in the San Francisco Bay Area. CEP recruits and trains volunteers to provide high-quality, individualized one-on-one academic tutoring and mentoring for pre-K - 12th grade students experiencing homeless and housing instability. Additionally, CEP offers opportunities for our students to participate in extracurricular enrichment activities like field trips and CEP-hosted shelter-based activities, such as Homework Clubs, Family Reading Nights, Computer Clubs, and Back to School Nights. Recently, CEP has launched two Learning Hubs to provide students with intensive five-day per week support. For more information about CEP, visit [www.cep.ngo](http://www.cep.ngo)

### The Role

The Executive Director will oversee the administration of the organization, manage the organization's resources, and ensure CEP's financial sustainability and strength through grants acquisition, direct fundraising, marketing, and community outreach. They will work closely and in collaboration with the Senior Director of Programs, who manages all educational programming for CEP and supervises program staff. The Executive Director will guide the growth of the organization and further the mission by building and maintaining relationships throughout the community and with CEP partners.

**Salary:** \$80,000-\$90,000

**Location:** CEP's office is located in Oakland. Although much of the work can be done remotely, the Executive Director will need to be available for in-person meetings and partner site visits.

**Benefits:** Health and dental insurance, paid sick and vacation time, ten paid holidays per year, computer for work use, and cell phone use reimbursement. CEP offers a flexible work environment and a commitment to work/life balance.

## **Key Duties and Responsibilities**

*Mission Support:* Works with the Board of Directors and in partnership with the Senior Director of Programs and staff to ensure that the mission is fulfilled and at the center of all decision-making.

*Fund Development and Fundraising:* Raises funds from diverse sources, directs fundraising events, manages the grant writing and reporting process, liaises with donors, and oversees donor appreciation.

*Advocacy:* Is an active, enthusiastic, and visible advocate and spokesperson for CEP and its mission. Works with partner organizations, the media, funders, and the general public to champion both CEP's mission and the families it serves.

*Resource Management:* Develops and adheres to budgets and ensures the fiscal integrity of the organization through wise resource management.

*Board Relations:* Works closely and in collaboration with the Board of Directors to fulfill CEP's mission. Manages Board growth and supports and inspires Board members as key ambassadors for the organization.

*Inclusive Leadership:* Recruits and supports a diverse staff united in their support of CEP's mission and published values. Creates an inclusive and fair organizational culture that centers diversity, equity, inclusion, and justice.

*Operations:* Ensures that CEP is run effectively and that resources are deployed to maximize efficient operations. Works with the Senior Director of Programs to ensure effective implementation of employment, administrative, and operational procedures. Executes all contracts and agreements on behalf of the organization.

*Quality Assurance and Measurement:* Evaluates program and student data to ensure quality and effectiveness of programs and services and to identify areas of growth.

*Visioning:* With the Board of Directors and the Senior Director of Programs, establishes short- and long-term organizational priorities and growth plan.

*Communications:* Sends regular and engaging newsletters to the CEP community, oversees CEP's social media strategy, and grows CEP's audience.

## **Key Qualifications**

The following is a comprehensive list of desired experiences, characteristics, and qualifications. If you do not have all of the following experiences and qualifications but believe that you are a strong candidate for the Executive Director position, please explain how your background and experience have prepared you to serve CEP as the Executive Director.

- Bachelor's degree required; Master's degree or equivalent experience preferred
- Passion for CEP's mission and the belief that every student deserves the support they need to achieve academic success. A champion for children
- 3+ years of senior-level leadership experience preferably with a nonprofit or an organization serving children or families
- Superb fundraising skills with a strong track record of raising funds from diverse sources; awareness of relevant funding opportunities
- Successful fiscal management experience
- Demonstrated effectiveness managing the entire grant acquisition process from research to reporting
- The ability to engage with Board members, staff, volunteers, donors, funders, partners, public officials, and the community and inspire and galvanize them around CEP's mission and strategic vision
- Experience reporting to or serving on a Board of Directors
- Demonstrated effectiveness developing and maintaining strategic partnerships and collaborations with diverse stakeholders
- Excellent organizational skills and attention to detail
- An inclusive leader with experience leading a diverse team. A personal and professional commitment to diversity, equity, inclusion, and racial and social justice
- Excellent verbal and written communications skills, including marketing and public speaking skills and the ability to lead engaging trainings and workshops
- The ability to work independently while remaining accountable to performance expectations
- Experience in an educational or community-based setting and a deep understanding of the impact of poverty and housing instability on children and their educations
- Warmth, flexibility, humility, optimism, and a commitment to transparency
- Familiarity with best practices for tutoring and mentoring programs and volunteer management
- Familiarity and efficiency with technology, including G-Suite, Microsoft Office, Adobe, and databases
- Exceptional interpersonal skills, sound judgment, and the ability to delegate and encourage staff to reach their potential and goals
- Previous success in supporting a culture of teamwork and fostering collaboration
- The ability to sit for several hours at a time, walk up several flights of stairs, and lift up to 30 pounds
- Must have access to reliable transportation
- Bilingual in Spanish a plus

## **Anti-Discrimination Policy and Commitment to Diversity**

Community Education Partnerships is an equal opportunity and affirmative action employer committed to creating a diverse staff and inclusive environment. We especially encourage members of underrepresented communities to apply for this role. Community Education Partnerships does not discriminate on the basis of age, race, ethnicity, color, national origin or ancestry, cultural background, religious creed, sex, gender identity or expression, sexual orientation, marital status, physical or mental disability, medical condition, veteran status, primary language, citizenship, or immigration status.

### **To apply**

To apply for the Executive Director position, please submit the following to [info@cep.ngo](mailto:info@cep.ngo) with the subject Executive Director: resume, three references, and a cover letter highlighting (1) your qualifications for the role and (2) your previous experience(s) that have most prepared you for this role. **Please submit completed applications by February 28, 2022.**