

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). Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic, financial, and operational responsibility for CEP's staff, programs, expansion, and execution of its mission.

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 volunteers and staff provide high-quality, individualized one-on-one academic tutoring and mentoring for pre-K - 12th grade students experiencing homelessness and housing instability. Additionally, CEP offers extracurricular enrichment activities like field trips, Homework Clubs, Family Reading Nights, and Back to School Nights. CEP also operates two shelter-based Children's Learning Centers. For more information about CEP, visit 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 grant acquisition, partner contracts, direct fundraising, marketing, and community outreach. They will work closely and in collaboration with the Program Manager, 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.

Base Salary: \$100,000-\$120,000

Location: CEP's office is located in Oakland. Although some 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, and 10 paid holidays per year. Employees are provided with a computer and a work cell phone or personal cell phone use reimbursement. CEP offers a flexible work environment and a commitment to work/life balance.

Key Duties and Responsibilities

Fund Development (50%)

- Create and oversee fundraising, communication, and social media strategies

- Grow CEP's base of donors and sponsors and audience by 10% each year to garner new opportunities and support
- Raise restricted (no more than 65% of the budget) and unrestricted funds from diverse sources
- Manage and grow existing contracts with partner organizations and seek new contracts with community partners
- Manage the grant writing and reporting process, including identifying prospective funders and aiming to apply for at least two new grants each month
- Cultivate corporate relationships and sponsorships
- Oversee donor appreciation responses with a target average response time of less than 14 days and an eye towards securing recurring and increasing support
- Orchestrate fundraising events in partnership with the Board of Directors and community members

Management (40%)

Team Building

- Recruit and support a diverse staff united in their support of CEP's mission and published values
- Create an inclusive and fair organizational culture committed to diversity, equity, inclusion, and justice

Programming Support

- Work closely with the Program Manager to ensure ongoing programmatic excellence
- Establish rigorous program tracking and evaluation to measure successes
- Oversee timelines and allocate resources needed to achieve strategic program goals
- Provide in-person programming support in times of high need

Board of Director and Constituent Interfaces

- Prepare effective reports for the Board of Directors, funders, and other constituents
- Manage Board growth by recruiting new members
- Support and inspire Board members as key ambassadors for the organization

Organizational Management

- Manage the organization effectively and optimize resources in order to promote sustainable growth
- Develop and adhere to budgets and ensure fiscal integrity through careful monitoring of organizational finances
- Effectively oversee both the monetary and human aspects of the organization
- Work with the Program Manager to implement employment, administrative, and operational procedures

Communication (10%)

- Write and distribute regular and engaging newsletters to the CEP community
- Maintain relationships with the community, partner organizations, the media, funders, and the general public to champion both CEP's mission and CEP families

- Represent CEP as an active, prominent, and enthusiastic advocate and spokesperson in the community and at official meetings

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.

Energy and Passion:

- Passion for CEP's mission and the belief that every student deserves the support they need to achieve academic success. Be a champion for children!
- Experience in an educational or community-based setting and deep understanding of the impact of poverty and housing instability on children and their education
- Demonstrated ability to inspire and galvanize the community around CEP's mission and strategic vision

Leadership:

- 3+ years of senior-level leadership experience preferably with a nonprofit or an organization serving children or families
- Ability to engage Board members, staff, volunteers, donors, funders, partners, public officials, and the community to raise funds and inspire partnership
- Experience reporting to or serving on a Board of Directors

Fundraising:

- 5+ years demonstrated success in fundraising from diverse sources managing funding pipelines of \$500,000+
- Experience building and implementing fundraising strategies
- Ability to identify a variety of relevant funding opportunities
- Demonstrated effectiveness developing and maintaining strategic partnerships and collaborations with diverse stakeholders
- Proven experience managing the entire grant acquisition process from research to securing funding and reporting
- Successful fiscal management experience

Working Style:

- Sound judgment
- Ability to work independently while remaining accountable to performance expectations
- Track record of accountability for performance expectations
- Excellent organizational skills and attention to detail
- Excellent interpersonal skills, and warmth, flexibility, humility, optimism
- Commitment to transparency
- Excellent verbal and written communications skills
- Ability to communicate persuasively and passionately

Leading People:

- Inclusive leadership style with experience leading a diverse team
- Previous success in leading a culture of teamwork and fostering collaboration

- Familiarity with best practices for tutoring and mentoring programs and volunteer management
- Ability to delegate work and encourage staff to reach their potential and goals
- Personal and professional commitment to diversity, equity, inclusion, racial and social justice

Education:

- Bachelor's degree required; Master's degree or equivalent experience preferred.
- Familiarity and efficiency with technology, including G-Suite, Microsoft Office, Adobe, and CRM databases
- Bilingual in Spanish is a plus

Physical Requirements:

- Ability to sit for several hours at a time, walk up several flights of stairs, and lift up to 30 pounds
- Consistent access to reliable transportation

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:

- A resume
- Three references, at least two (2) from previous managers/employers/people you reported to
- A cover letter highlighting (1) your qualifications for the role and (2) your previous experience(s) that have most prepared you for this role.

We will begin reviewing completed applications on October 21. Applications will be reviewed on a rolling basis until the position is filled. Only complete applications will be considered.