

**EXECUTIVE DIRECTOR, CALIFORNIA**

**About Citizen Schools:** Citizen Schools accelerates student learning through an innovative expanded learning time model that is rigorous and evidence-based. We partner with middle schools to provide "apprenticeships" (hands-on projects taught by volunteers from business and civic organizations), academic support and a culture of high expectations. As a result, our students develop the skills, knowledge and beliefs they need to succeed in middle school, advance towards college, and become leaders in their careers and communities. Our goal is to demonstrate that these approaches, taken together, can transform struggling schools.

Citizen Schools operates in seven states (California, Massachusetts, New Jersey, New Mexico, New York, North Carolina and Texas), serving approximately 4,400 students and engaging 3,400 Citizen Teachers. Building on fifteen years of programming innovation and results, Citizen Schools is in the midst of a strategic plan that will place this model at the center of school transformation. Nationally, Citizen Schools is scaling its Expanded Learning Time (ELT) model to 25 urban middle schools by 2012, as well as its model to transition 8<sup>th</sup> graders to high-performing high schools.

Citizen Schools has been recognized as a national model program by the White House and the U.S. Department of Education, has been named a national winner of *Fast Company* Magazine's Social Capitalist Award in 2004, 2006, 2007 and 2008, and has been chosen by the Skoll Foundation as a winner of the Skoll Social Entrepreneurship Award.

**Position Overview:** The Executive Director will enter Citizen Schools at a critical juncture, in which the organization is leveraging its record of improving student outcomes to effect political change and transform education across the state and country. The Executive Director will create the strategy for driving the growth of Citizen Schools in the state of California, doubling the number of students served by 2012.

Specifically, this role will require cultivating state and local public and private sector funds; leading regional expansion; managing and cultivating relationships with partners; championing the Citizen Schools brand; and actively engaging in local and state policy work and initiatives. The Executive Director will directly supervise the five-member California-based state office staff, with ultimate accountability for approximately 50 California-based staff (currently). The position is based in Northern California and reports to the Vice President of Citizen Schools. The Executive Director will serve on the national Leadership Team, comprising state Executive Directors and senior executives.

The ideal candidate has practical and proven leadership and fundraising experience, entrepreneurial zeal, excellent partnership and relationship management skills, familiarity with the California non-profit, policy and education landscapes, and a deep commitment to education and community development.

**Responsibilities Include:**Vision and Strategy

- Lead development of a growth strategy for California that will position Citizen Schools as an educational leader and first-in-class expanded learning time partner
- Articulate the ways in which Citizen Schools, with partners, can help close the achievement gap in California
- Strengthen existing sites and cultivate new ones in key urban centers by securing related partners - i.e., schools, school districts, funders, community-based organizations

- Further develop a deep portfolio of apprenticeships and a strong pipeline of Citizen Teachers
- Develop local and regional philanthropic, political, corporate and educational contacts as Citizen Schools champions

#### Partnership Development: Public Policy, Fundraising, and Brand Building

- Raise and grow a \$2.1 million annual budget (current) through a combination of individuals, corporations, foundations and public funding
- Cultivate and steward the partnerships needed for success in program, policy, fundraising and staff and volunteer recruitment
- Engage partners and media in active dialogue about education reform in California; serve as spokesperson for Citizen Schools

#### Organizational and Program Leadership

- Directly support and develop a state office team of 5 staff and work with the Program Director to retain and develop approximately 50 program staff (currently)
- Champion California's accountability to Citizen Schools' quality standards, as expressed in our quality rubric and Balanced Score Card, and as measured by an ongoing longitudinal study
- Support the Program Director in the delivery of essential support and technical assistance to the Campus Directors at each site
- Facilitate interaction among state-based programs to share best practices; initiatives include regional meetings/trainings and state team building events
- Serve on Citizen Schools' Leadership Team; collaborate with headquarters staff on key national initiatives

#### **Qualifications:**

*All candidates should have demonstrated leadership skills, a passion for education and community, and effective collaboration skills. Other qualifications include:*

- Ten or more years of work experience, and at least three to five years of management and fundraising/sales experience, preferably in an executive role
- Entrepreneurial self-starter; capable of self-managing in a complex environment with multiple stakeholders as part of a national organization
- Proven fundraising experience
- Knowledge of the region and well-developed professional network
- Experience and leadership in education policy
- Experience with non-profit organizations, management, program operations, and boards
- Familiarity with Citizen Schools program and/or experience in an education environment preferred
- Ability to interact at all levels of an organization and with all constituents and stakeholders
- Excellent presentation, verbal and written communication skills
- Strong organizational and logistics skills
- Demonstrated commitment to diversity
- Ability to model Citizen Schools' core values: *Pride, Joy, Respect, Courage, Teamwork, Perseverance, and Vision*
- Bachelor's degree from an accredited institution or equivalent experience required; relevant advanced degree preferred

#### **Compensation and Benefits:**

Starting annual salary will be commensurate with experience. Full benefits include health care, 403B, three weeks vacation, and professional development.

**To Apply:** Please complete a resume and thoughtful cover letter at [www.citizenschools.org/careers](http://www.citizenschools.org/careers). Candidates will be reviewed on an on-going basis.

*Citizen Schools is an equal opportunity employer and does not discriminate on the basis of sex, race, color, religion, sexual orientation, national origin, cultural heritage, ancestry, political belief, age, marital status, pregnancy, physical or mental disability or veteran status.*

Learn more about our programs, our results, our plans to advance the after-school field, and how to get involved at [www.citizenschools.org](http://www.citizenschools.org).