

THE CITY SCHOOL

JOB POSTING Executive Director

BASIC FUNCTION:

The Executive Director (ED) is responsible for overseeing the overall administration, development, fiscal management, program and facilities operations of The City School. The ED maintains broad oversight of the needs of the organization, maintains a well-functioning and cohesive staff, and upholds an organizational culture that embraces our mission and purpose of youth leadership, across difference, for justice. This person reports to the Board of Directors and directs the agency according to the strategies and policies developed and approved by the Board of Directors and, with the Board Chair, enables the Board to fulfill its governance function. More information about The City School can be found here: <https://www.thecityschool.org/>.

RESPONSIBILITIES:

General Oversight Responsibilities:

- Provide critical perspective and strategic thinking to help assess and strengthen The City School's systems, staff development, programming, and administrative processes
- Keep the Board informed of the condition of the organization and staff, as well as their work to meet the organization's goals and mission
- Engage the Board around the ways in which it can be supportive to the mission of The City School
- Maintain an organizational culture which retains and motivates staff to work effectively as a group and carry out quality programs that are aligned with our values of racial and social justice
- Provide individual supervision and support to all employees of The City School
- Engage in a process annually that assures the program has adequate budget and addresses financial needs of The City School
- Work with the Board, strategic planning committee, adult staff, youth staff/participants, and community partners to create an updated strategic plan. This will involve an annual assessment and evaluation of TCS's work and impact as well as identifying the organizations' role within the ongoing movement work in the city

Work with the staff and Board on fundraising, including:

- Plan and execute a successful annual Celebrating Change fundraising event
- Oversee general donor fundraising
- Review and adapt the grants and fundraising plan for the July - June fiscal year and create a grants and fundraising plan for the next fiscal year
- Keep track of and submit grants applications according to grant deadlines
- Meet annual budgeted fundraising goals and keep accurate records of all funds raised

Additional responsibilities include:

- Support and supervise senior and junior program staff who plan and implement The City School's core programming, including the Summer Leadership Program (SLP), Pathways to Change (PTC), and the Ella Baker Fellowship
- Oversee marketing and communications, including online presence, profiles on giving sites, and donor communication, in coordination with administrative staff

- Represent The City School in coalitions and campaign spaces, such as Unnamed Youth Justice Coalition, and provide leadership to core coalition spaces
- Oversee administrative/financial agreements with coalitions and fiscally sponsored organizations
- Oversee, with the Board Treasurer, the creation and approval of annual budgets
- Review and approve all expenditures of funds, in conjunction with the Treasurer and the Finance Committee
- Oversee ongoing financial operations, payroll and benefits, legal and tax filings, and coordinate with Board Finance committee and Treasurer
- Monitor the yearly budget and agency financial condition, track key indicators of financial health
- Provide direct on the ground support to programming as needed

REQUIRED EXPERIENCE:

- 3-5 years in nonprofit leadership and management. Previous executive director and strategic planning experience ideal
- 3 years in a supervisory capacity
- 3 years of fundraising, grant-writing, donor cultivation, and development experience
- 3 years of experience managing budgets and overseeing the financial health of an organization
- 5 years of experience in community-based organizations, preferably youth organizations
- Extensive experience working with and bringing together a diverse team of BIPOC people, as well as people with a variety of economic, cultural, racial and social backgrounds.
- Experience and relationships with The City School, Boston youth organizations and community organizing groups, community partners and stakeholders are a plus

KNOWLEDGE & SKILLS:

- Demonstrated commitment to youth organizing and youth power-building, as well as youth leadership and youth development,
- Demonstrated commitment to racial, gender, economic, queer and disability justice, including a strong racial and social justice analysis
- Ability to manage an agency in total; services, supervision, administration, finance, revenue generation, public relations, human resources, social services, outreach, systems and procedures.
- Commitment to develop and nurture staff to work effectively as a team and support collective decision-making and visioning.
- Ability to work independently, create and implement work plans effectively, and provide high-quality leadership and work that staff and participants can depend on”
- Ability to work effectively with the Board of Directors
- Has longer vision and is grounded in fundraising and building relationships with community & grant partnerships
- Values the importance of mental health, self-care, and community care, especially through a trauma-informed lens

COMPENSATION, BENEFITS, AND APPLICATION INSTRUCTIONS

This is a full-time salaried position at \$75,000-85,000 and includes benefits such as: health & dental insurance, flexible paid time off & professional development. Some on-site work is required, with a hybrid model offering work at home flexibility.

Please send a resume & cover letter to hr@thecityschool.org

The City School is an Equal Employment Opportunity/Affirmative Action Employer. Research has shown that Black people and people of color, particularly non-binary people or women, are less likely to apply to jobs when they don't meet every qualification, so we encourage you to apply even if your previous experience does not fit our description completely. Black people and people of color, women and non-binary people, LGBTQIA+ people, working-class people, and people who have intersecting identities are strongly encouraged to apply for this role.