



City Year, Inc. POSITION ANNOUNCEMENT

City Year helps students and schools succeed. Fueled by national service, City Year partners with public schools in 29 historically under-resourced communities across the U.S. and through international affiliates in the U.K. and Johannesburg, South Africa. Diverse teams of City Year AmeriCorps members provide research-based student, classroom, and school-wide supports to help students stay in school and on track to graduate from high school, ready for college and career success. A 2015 study shows that schools that partner with City Year were up to 2-3 times more likely to improve on math and English assessments. A proud member of the AmeriCorps national service network, City Year is supported by the Corporation for National and Community Service, local school districts, and private philanthropy from corporations, foundations, and individuals. Learn more at www.cityyear.org, [City Year's Facebook page](#), on [Twitter](#), and [LinkedIn](#).

Senior Vice President & Executive Director City Year New York

About City Year New York

City Year was founded in 1988 with a vision to unite young people, ages 17-24, from diverse ethnic, educational, and socio-economic backgrounds, to engage in a year of full-time national service. Founded in 2003, City Year New York deploys 150 AmeriCorps members across 17 public schools. These AmeriCorps members serve as Student Success Coaches, tutoring, mentoring, and implementing City Year's Whole School, Whole Child program in schools that have been historically under-resourced. Our research-based program focuses on the early warning indicators that can have the biggest impact on student success in school and career readiness: attendance, social-emotional learning & development, and academic achievement in ELA and math.

Position Overview

City Year is seeking an innovative, dynamic, entrepreneurial, and people-focused leader to serve as the Senior Vice President, Executive Director (ED) at City Year New York. The position provides the right candidate the opportunity to play an integral role in advocating for and advancing public education in New York through national service. The Senior Vice President, Executive Director is responsible for ensuring City Year New York meets its impact, revenue, district partnership, and external relations goals and will lead the effort to increase City Year's visibility and brand awareness across New York. Key to the site's success is a leader and collaborator who is a natural coalition-builder, people developer, and influencer who leads with tenacity and humility.

Reporting to the Market President, this visionary change agent will lead 50 staff and 150 AmeriCorps members serving in 17 partner schools. Serving as the primary champion of City Year's impact locally, the Executive Director leads the organization's efforts to keep students in school and on track to graduate college and career-ready.

Additionally, the Executive Director works in partnership with the City Year New York site board, comprised of 15 influential leaders representing the public, private, and non-profit sectors. The Executive Director is accountable for an annual revenue budget of approximately \$13 million (current makeup is approximately 50% from local public dollars, including NYC Public Schools and other City agencies, 25% from Federal public sector dollars from AmeriCorps, and 25% from private sector revenue), while simultaneously securing the resources necessary to ensure sustainability and growth. The Executive Director will be expected to mobilize powerful coalitions, including board members, district leadership and school partners, City Year alumni, private and public sector investors, and local elected officials to accelerate greater educational opportunities for underserved students.

Additionally, the Executive Director is a Senior Vice President for City Year Inc.'s national organization and, therefore, strengthens the connection between City Year's national initiatives and the local work in New York by managing relationships at City Year's national headquarters and contributing to the national strategy through network-wide project teams.

Responsibilities

The Executive Director will focus on the following primary areas of responsibility:

People and Culture: Lead, coach, and develop 50 full-time staff members, increase staff engagement and retention of staff year over year. Establish a dynamic culture that embodies our core values of diversity, belonging, inclusivity and equity- and teamwork. Further develop human resources structures to ensure equitable hiring and promotion practices, and a culture of continuous learning.

Student Impact: In partnership with senior site staff and regional support staff, ensure high quality and commitment to the nationally developed service delivery model implemented by City Year Staff and AmeriCorps members in partner elementary and middle schools. Maintain excellent track record of impact results, including at least 62% of students meeting or exceeding growth goals in ELA, and at least 53% of students meeting or exceeding growth goals in math.

AmeriCorps Member Experience: Ensure the site delivers a transformational experience for all City Year AmeriCorps members, where at least 75% of AmeriCorps members persist from confirmation to completion of service and that members report feeling prepared and confident in their service delivery.

Private Sector Fundraising, Cultivation, and Stewardship: Serve as chief fundraiser and lead the site staff, Board, and Champions to raise the funds necessary to meet annual and long-term revenue goals. Identify, cultivate, solicit, and manage strategic relationships with corporations, foundations, family foundations, and individuals to build a sustainable private revenue mix that results in annual revenue of more than \$4 million.

District Investments: With the support of Senior Site Staff, build new relationships and sustain existing partnerships with NYC Public Schools District Leadership to ensure a continued financial investment from the City of New York. Maintain a commitment to understanding the landscape of education in NYC, including working with Senior Site Staff to assess the potential and feasibility of partnering with the City of New York and NYC Public Schools in new and innovative ways.

Financial Management: Ensure City Year New York manages a fiscally sound budget, forecasting, expense management, and cash flow for a current site expense budget of \$17 million.

Board Member Engagement: Collaborate with board leadership to recruit, develop, and manage a diverse, dynamic, and deeply engaged local advisory board; manage a robust committee structure focused on local fundraising efforts, community engagement, and brand awareness. Ensure cultivation and engagement of current and future board leadership.

Government Relations and Public Policy: Engage local elected officials, including the Mayor and City Council, to support funding and policies for City Year. Maintain effective and collaborative relationships with the NY Office of Community Schools and the State AmeriCorps Commission. Lead the Senior Leadership Team to meet goals associated with State and Local City contracts.

Marketing and Communications: Lead board and staff efforts to increase City Year's visibility and brand awareness in local and national media, social media, and marketing channels. Help raise the site's profile to become one of the most talked about education organizations in New York.

AmeriCorps Member Recruitment: Collaborate with City Year's national recruitment and admissions team to ensure successful recruitment and selection of AmeriCorps members, meeting quality, quantity, and inclusivity goals. Partner with site staff to ensure a strong cohort returns annually for leadership opportunities in a second year of service, with at least 20% applying.

Alumni Engagement: Ensure the engagement of the City Year New York Alumni Board to leverage alumni to support AmeriCorps members in service and continue their lifetime of service.

Qualifications

Successful City Year Executive Directors embody the organization's core values, hold the firm belief that education has the power to help all students reach their full potential, and possess a deep passion for equity in education. In addition, our Executive Directors are expected to:

- **Build and forge partnerships and coalitions** with diverse stakeholders in the public and private sectors to advance the cause of educational equity.
- **Mobilize internal and external partners toward a bold vision** of how they can impact the lives of young people.
- **Build, empower, and inspire teams** to thrive while driving accountability and taking personal responsibility for their success.
- **Build community and foster a caring and supportive environment** that prioritizes diversity, belonging, inclusion, and equity.
- **Demonstrate curiosity, vulnerability, and humility** as a life-long learner who seeks out diverse perspectives and opportunities for self-improvement.
- **Possess a deep sense of personal accountability** to ensure the success of both City Year New York locally and City Year, Inc. nationally.
- **Connect with and inspire diverse teams of AmeriCorps Members between the ages of 17 and 24.**

A competitive candidate for the Executive Director position will possess:

- A strong ability and experience in the behaviors listed above.
- Competency in diversity, equity, inclusion, and belonging work.
- High level of emotional intelligence.
- Integrity, openness, honesty, curiosity, inclusion, empowerment, and collaboration.
- Demonstrated success managing effective and engaged teams, managing multiple layers of leadership.
- Proven experience in skillfully influencing and motivating stakeholders; record of accomplishment in fundraising from corporations, foundations, and major gifts and/or sales.
- An established cross-sector, local network of stakeholders, funders, and champions.
- Ability to connect programs to funding, creatively generating other resources and building collaborative and strategic partnerships.
- Familiarity with the New York City educational landscape and K-12 education policy.

- Knowledge of and commitment to the New York City neighborhoods where City Year serves, especially East Harlem, the Bronx, East New York Brooklyn, and Elmhurst Queens.
- Calm in times of crisis with sound instincts and impeccable decision-making prowess.
- Excellent communication, listening, and public speaking skills; the ability to articulate a compelling and inspiring vision that motivates others.
- Demonstrated success in responding quickly to changing situations and ability to adjust organizational plans accordingly.
- A desire to learn and a willingness to receive feedback and hold yourself accountable.
- Significant local non-profit, volunteer, or multi-sector experience.
- Content knowledge of community and national service.
- Ability to attend evening and weekend events; ability to travel to in-person meetings in various cities.

To Apply

Please submit a cover letter and resume via the online application at cityyear.org/about/careers or be in touch directly with [Caitlin Barrett](#) on the Isaacson, Miller team.

Compensation and Benefits:

Full-time employees are entitled to compensation commensurate with experience. The annual salary range for this role begins at \$185,000. Offers will be commensurate with experience. Benefits for full-time employees include health insurance with a Flexible Spending Account, paid vacation, holidays, parental leave, 401(k), and more.

City Year is an Equal Opportunity Employer committed to a diverse workforce. Individuals from all backgrounds are encouraged to apply, including persons with disabilities and veterans.