



**City Year, Inc.**  
POSITION ANNOUNCEMENT  
**Executive Director, City Year Milwaukee**

**ORGANIZATIONAL PROFILE:**

**City Year, Inc:** Envisioning a day when the most commonly asked question of a young adult will be: “Where are you going to do your service year?,” City Year’s mission is to build democracy by demonstrating, improving, and promoting the concepts of citizen service, civic leadership, and social entrepreneurship.

City Year unites young people of all backgrounds for a year of full-time service, giving them the skills and opportunities to change the world. As tutors, mentors, and role models, these young leaders make a difference in the lives of children and transform schools and neighborhoods across the United States and in South Africa. More than 1,500 corps members serve in 19 City Year sites across the United States and one site in Johannesburg, South Africa.

Founded in Boston in 1988, City Year has established programs in Boston; Chicago; Cleveland; Columbia, SC; Columbus; Detroit; Little Rock, Los Angeles; Louisiana; Miami; New Hampshire; New York; Philadelphia; Rhode Island; San Antonio; San José/Silicon Valley; Seattle/King County; South Africa; and Washington, DC. City Year’s National Leadership Sponsors are ARAMARK, Bank of America, Cisco Foundation, Comcast, CSX, Pepperidge Farm, Pepsi, The Timberland Company, and T-Mobile. City Year is a proud member of AmeriCorps. Visit [www.cityyear.org](http://www.cityyear.org) for more information.

**City Year Milwaukee:** At the request of local leaders and in partnership with Milwaukee Public Schools, City Year is planning to open its next site in Milwaukee in fall 2009. City Year Milwaukee will deploy diverse teams of corps members to perform a rigorous portfolio of in-school and after-school programs and civic and community engagement initiatives, in partnership with schools and leaders from the non-profit and business sectors across Milwaukee.

For over a year, Milwaukee-based champions Julia Uihlein (VP, The David and Julia Uihlein Charitable Foundation), Mayor Tom Barrett and Superintendent Bill Andrekopoulos have been leading efforts to bring City Year to Milwaukee. With founding support from Milwaukee Public Schools, the Corporation for National and Community Service, The David and Julia Uihlein Charitable Foundation, The Pettit Foundation, The Lynde and Harry Bradley Foundation and several other cross-sector supporters, City Year is preparing to launch its 20<sup>th</sup> site in Milwaukee next fall.

**RESPONSIBILITIES**

The Executive Director (ED) serves as the primary leader, external champion, and internal manager of a City Year site. The ED holds responsibility, accountability, and authority for the site’s performance and success in achieving its potential for impact, sustainability, and scale.

The ED provides vision and translates strategy into action and results by developing and executing on a multi-year strategic plan and an annual operating plan and budget to manage the overall performance and growth of a site.

The ED integrates the sites’ strategy and priorities with those of City Year, Inc and participates within the City Year global network to advance the mission of City Year by:

- Establishing working relationships City Year Headquarters department staff and Office of Site Leadership
- Serving as a member of the network-wide team of EDs to exchange support, resources, and best practices
- Serving on network-wide project teams and providing input on the strategy and priorities of City Year, Inc.

The ED represents the organization within the local community and local government by establishing and maintaining relationships with and aligning major local internal and external stakeholders, including the staff team, site board members, corps members, service partners, AmeriCorps, and private sector funders and sponsors

This ED reports to the Regional Director, Office of Site Leadership, Headquarters.

The ED is responsible for leading site staff to ensure performance and improvement on the 12 major functions of a City Year site:

- I. **Board Management & Development:** Recruit, develop and manage a dynamic, engaged, and productive site board. Staff and partner with site board chair to develop a multi-year strategic plan, lead the site and board, and contribute to the success of City Year, Inc.

2. *Public Policy:* Engage local and national elected officials, including the mayor, city council, governor, state officials, and members of U.S. Congress to support funding and policies for advancing City Year and the national service movement.
3. *Government Relations:* Maintain relationship with AmeriCorps state commission; prepare effective AmeriCorps grant applications and progress reports, and meet compliance requirements.
4. *Fundraising/Development:* Lead site staff and board to raise funds to meet annual revenue goals, cover budgeted expenses, and generate appropriate surplus; identify, cultivate, solicit, and manage strategic relationships with funders; build a sustainable revenue model based on philanthropic, government, and earned income sources.
5. *Corps Recruitment:* Ensure site recruits, selects, and admits its corps, meeting quality, quantity, and inclusivity goals.
6. *Program:* Ensure site delivers a transformative civic leadership development and training program for corps members.
7. *Service:* Ensure site develops and implements an effective, high-quality strategy for transformative service, meeting the needs of service recipients, community service partners and aligning with the network-wide service model.
8. *Financial Management:* Manage fiscally-sound budgeting, forecasting, expense management, and cash flow for a budget of up to \$2 million.
9. *Research & Evaluation:* Ensure the site effectively measures and evaluates its programmatic and service impact.
10. *Alumni Engagement:* Involve corps alumni to advance City Year goals and continue their lifetime of service.
11. *Human Potential:* (HR) Recruit, hire, develop, retain, inspire, and motivate a diverse and high performing staff team
12. *Communications:* Ensure the site achieves goals for marketing, publications, media, and brand management.

## QUALIFICATIONS

- At least 8 – 10 years of professional experience
- Outstanding leadership and management skills
- Demonstrated success in overseeing a complex enterprise at a high level of responsibility
- Ability and experience working in an entrepreneurial, dynamic organization
- Strong passion for and commitment to the tripartite mission of City Year of delivering high impact service to youth and institutions in Milwaukee’s neighborhoods; developing young people in the corps as powerful civic leaders and life-long active citizens; and promoting and advancing the concept of voluntary citizen service
- Ability and interest to lead a site within a larger global network; familiar with the challenges of coordinating local organizational priorities with global/national ones
- High level of organizational and political sophistication, especially as relates to connecting programs to funding, creatively generating other resources, and building collaborative and strategic partnerships
- Passion for and career interest in nonprofit management and social enterprise
- Proven skills and experience in fundraising and/or sales; a “closer”; ability to meet annual and quarterly revenue goals
- Outstanding relationship management skills; gravitas; ability to build relationships with senior level stakeholders
- Outstanding written and oral communication, listening, and presentation skills
- Ability to hire, develop, retain, inspire, and motivate a diverse, high performing staff
- Ability to relate with and inspire 17 – 24 year olds; believe in youth as agents of social change
- Ability to mobilize large or small groups into action to promote change
- Experience managing an organizational or large departmental budget
- Ability to manage growth; strategic planning, organizational development, capacity-building, and performance management skills
- Strong qualitative and quantitative analytical abilities
- Ability to create a healthy, inclusive work environment for self and staff including; work-life balance, celebration, and esprit de corps
- At least intermediate proficiency in MS Word, Excel, and PowerPoint; Database and MS Outlook experience a plus
- All of the following skills or experience are extremely helpful:
  - City Year experience
  - Significant nonprofit work, volunteer experience, or multi-sector experience
  - Content knowledge of youth development, education, and/or community or national service
  - Established network in Milwaukee

### Education:

- Bachelor’s degree required
- Advanced degree a plus, including a management degree (MBA, MPP, MPA)

### Competitive salary and benefits.

**TO APPLY**, qualified applicants should **EMAIL ONLY** a resume, cover letter, and references to: Elaine Mak, Director of Talent Management, at [emak@cityyear.org](mailto:emak@cityyear.org)