



City Year, Headquarters

## POSITION ANNOUNCEMENT

Managing Director, Recruitment and Admissions - Florida Region

### **About Us**

City Year is an education-focused nonprofit organization that partners with public schools to help keep students in school and on track to graduate. City Year AmeriCorps members commit to a year of full-time service in schools, where they work as tutors, mentors, and role models. Founded in Boston in 1988, City Year works in 25 cities across the United States and has international affiliates in London and Birmingham, England and Johannesburg, South Africa.

City Year has earned Charity Navigator's highest rating since 2003, certifying our commitment to accountability, transparency, and responsible fiscal management. Only 1% of charities have received this distinction for nine consecutive years, placing City Year among the most trustworthy nonprofits in America.

### **Our Service**

Who We Serve: Nearly one million students give up on school each year – and 50% of those dropouts come from over 10% of schools. City Year AmeriCorps members serve where the need is greatest. Of the 242 schools we serve, three quarters are among the lowest performing 5% in their state.

### How We Work:

- Partnering with public schools and school districts to support their goals and provide additional support – the human capital – required to make a difference with students who are at risk of dropping out. City Year AmeriCorps members serve in grades 3 through 9.
- Targeting high-need schools and students by training AmeriCorps members to intervene based on the three early warning indicators of dropping out, the ABC's – poor attendance, behavior, and course failure in math and English.
- Harnessing the power of young adults – 18 to 24 year olds – who provide at least 1,700 hours of service each year. Younger than the teachers but older than pupils, AmeriCorps members are uniquely positioned to form a strong bond with students and help them succeed.

Our Model: Whole School Whole Child: City Year's school-based model is called Whole School Whole Child (WSWC). AmeriCorps members tutor students identified as at-risk of dropping out, serve as an additional resource for teachers in classrooms, and lead afterschool programs and school-wide initiatives to improve school culture. Each school where we serve has at least one team of 8-12 AmeriCorps members, instantly increasing the ratio of adults: children in the building.

### **Position Overview**

As the leader of the Regional Recruitment and Admissions team, the Managing Director for Regional Recruitment and Admissions team of the Florida Region oversees a geographically remote team that generates a pipeline of qualified and diverse 17-24 year old applicants who are successfully admitted to City Year. As a strategic manager of a team of multiple direct and indirect reports, this role nimbly

allocates talent and resources to meet site needs and recruitment goals. The ideal candidate will be managing a regional budget across multiple sites and markets, and create a comprehensive recruitment and admissions calendar. The role requires an effective staff manager and talent developer who can coach team members in both the recruitment and admissions work streams to ensure that the region generates applicants well-suited to and well-prepared for City Year. As an engaging and relatable communicator, this role coordinates and delivers regular team meetings, reports, and calls to ensure the team remains connected across geographies.

The Managing Director for Regional Recruitment and Admissions team reports to an offsite supervisor at City Year Headquarters and is a strategic partner with leadership at each participating regional site. This partnership may include participation on Leadership/Director teams at each site, to help with the continuous improvement of the overall team and to ensure responsiveness to individual site needs around the demographics of their corps. Finally, as a member of the National Recruitment and Admissions team, this role is instrumental in growing and improving the efficiency and effectiveness of the regional model.

### **Responsibilities**

- **Lead and Manage a Team of Recruitment and Admissions Professionals:** Identify, hire, train, support, and manage a team of recruitment and admissions professionals who will implement recruitment efforts and will be held responsible for recruitment goals, customer service strategies, conversion, and selection of a diverse corps; Coach direct reports who manage staff in effective leadership strategy; Responsible for overall management of team, including communication of job expectations and planning, monitoring, and evaluating individual and team performance; and Additional management responsibilities include coaching, counseling, and enforcing employee policies and procedures.
- **Develop, Implement, and Monitor Strategic Recruitment and Admissions Plan:** Support and implement a program to identify, recruit, select, and matriculate a diverse class of potential young leaders ages 17-24 to participate in City Year while achieving monthly, quarterly, and annual recruitment goals.
- **Departmental Management:** Establish strategic goals by gathering pertinent business, financial, service, and operations information, identify and evaluate trends and options, choose a course of action, define objectives, and evaluate outcomes; Accomplish financial objectives by forecasting requirements, prepare an annual budget, schedule expenditures, analyze variances, and initiate corrective actions; and Support planning and execution of quarterly regional meetings.
- **Participate in Admissions and Recruitment Functions:** Attend high-level partnership meetings, events, and calls; Conduct admissions interviews; and Participate in selections committees as applicable.
- **Develop Strong Internal Relationships:** Build and manage relationships with HQ and site leadership, including those who lead service, to address the evolving needs of recruitment and admissions in a regional context, facilitate solutions to challenges of competing priorities, and ensure that individual site needs are met while achieving overall regional goals.
- **Serve on the Site Leadership/Management Team:** Advise the direction of regional site(s) based on each site's operating plan and Long-Term Impact growth plan, providing Recruitment and Admissions perspective as appropriate.
- **Performance Analysis and Strategy:** Regularly compare team performance against goals and against other regional and national averages; Provide reporting for grantors, Executive Directors, and HQ leadership; and Consistently use data as a management tool.
- **Team Growth and Development:** Participate in weekly calls with regional team to maintain connections and collaboration; Plan and implement bi-monthly WebEx calls and quarterly in-person meetings; and Set agendas that address team talent development, feedback, and strategy.

- Regional Model Growth and Development: In partnership with other members of the National Recruitment and Admissions team, work with recruitment teams and site leadership to continue implementation and network conversion to regional/national recruitment; and Participate in National Recruitment meetings and events as applicable.

### **Qualifications**

- BA/BS degree or equivalent.
- 3-5 Years managing multiple direct reports.
- Demonstrated passion for City Year's mission and core values.
- Strategic planning and goal setting.
- Creating and managing budgets.
- Excellent written and verbal communication skills.
- Remote management skills.
- Strong relationship builder.
- Ability to travel frequently within the region and to City Year Headquarters in Boston.
- Ability to participate in up to five multi-day conferences per year.

### **Preferred**

- Advanced degree in Management, Education, Nonprofit Administration, or Public Policy.
- Sales, corporate, or academic recruiting environment experience.
- Comfortable reporting to an off-site manager and regularly collaborating with remote colleagues.

### **Compensation and Benefits**

Compensation commensurate with experience. Excellent benefits including health insurance, vacation, holidays, parental leave, 401K, flexible spending account and more.