

Position Description

Employer: San Francisco Education Fund
Job Title: Director, Corporate & Community Engagement
Type: Full-time exempt
Location: San Francisco, CA

Organization Overview

The San Francisco Education Fund envisions a world where our public schools are as renowned as our City. San Franciscans, known for their ingenuity, innovation and passion, partner with the Education Fund to help all of our students succeed. We know that success in life requires either a college or vocational certificate. In fact, research says that in San Francisco, adults without a college degree are four times more likely to make too little money to support a family.

As a result, the Education Fund's mission is to harnesses the power of the community to equip every public school student with the skills to succeed in college, career and civic responsibility. We analyze data to target resources where they are needed most, engage volunteers in classrooms and provide grants to educators, to build a bright future for our City and its young people. We focus the community resources – volunteer time and money—most intensively around three critical milestones on the path to college:

- Students reading proficiently by the third grade
- Students successfully completing algebra by the eighth grade
- Students prepared for and with a plan for college and career

Additional information can be found at www.sfedfund.org.

Position Overview

The Education Fund is looking for a passionate individual interested in bringing their relationship building skills and networks to bear to help us grow our corporate and community volunteer work so that even more San Francisco public school students have the support they need to succeed in school and beyond. The Director of Corporate & Community Engagement (Director) will drive our corporate and community outreach strategies, ensuring the Education Fund has a strong pipeline of company partners and individual volunteers for our schools. The Director oversees the Circle the Schools program, continuing to refine and deliver a high quality program that creates meaningful connections between our corporate partners and our schools. The Director will also spearhead our efforts to deepen the engagement of corporate and community volunteers with the Education Fund through our Young Professionals Council and other stewardship opportunities. Finally, the Director will manage the Corporate and Community Engagement team (currently three senior coordinators) and as a team will be responsible for ensuring our corporate partners and community volunteers feel connected to our work and have a great experience at our schools.

Responsibilities

1. Lead the Education Fund's corporate and community outreach efforts to build a movement of companies and individuals committed to giving back to SF public schools:
 - a. Utilize professional networks and those of the Education Fund to cultivate new corporate partners for the Circle the Schools program
 - b. Solicit corporate sponsors for Education Fund events
 - c. Plan and execute the outreach strategy to recruit individual school volunteers
2. Deliver a high quality corporate engagement experience through the Circle the Schools program:
 - a. Work with the team to craft high quality engagement activities and to distill and disseminate best practices across sites
 - b. Ensure a high level of customer service to both corporate and school partners
 - c. Serve as the senior relationship manager for program partners including the school district and sf.citi
3. Foster corporate and individual volunteers as stewards and advocates for the Education Fund:

- a. Provide strategic leadership for the expansion and engagement of our Young Professionals Council
 - b. Cultivate corporate executives as potential Board or Leadership Council members
 - c. Work with the Program Director to plan additional events and engagement activities of interest to both our corporate and community volunteers
4. Manage a strong Corporate & Community Engagement Team
 - Recruit, lead and supervise the Corporate & Community Engagement team
 - Provide general support for school and corporate relationship management and serve as the point of escalation for challenges with corporate or community volunteers at the team's school sites
 5. Participate as a member of the leadership team.

Other Duties as Assigned

Non-essential job duties and/or non-related tasks may be assigned from time to time. The Education Fund is a small non-profit agency requiring flexibility from its staff.

Qualifications

- Minimum of a BA, MA preferred. At least 10 years of related work experiences including at least 2-3 years in a management role. The ideal candidate would have experience in both for-profit and nonprofit organizations
- Excellent relationship building and networking skills with a track record of bringing in new partners, clients, or supporters to an organization to grow a program or business
- Communication and coalition building skills with a demonstrated ability to balance, negotiate, and work with a variety of internal and external stakeholders including business executives, school leaders, teachers, and volunteers
- Proven project management skills managing complex, multifaceted projects resulting in measurable successes
- Experience having worked with a high-performance, collaborative, constructive peer group
- Strength in managing, developing, coaching, and retaining individuals and teams, empowering them to elevate their levels of responsibility, span-of-control and performance
- Personal qualities of integrity, credibility, and a commitment to and passion for the Education Fund's mission

Compensation and Start Date

The Education Fund provides a competitive salary and benefits package, including generous vacation, medical, dental, vision, short-term and long-term disability, a 401(k) retirement plan and other fringe benefits. Starting salary range: \$70,000 depending on experience.

Preferred Start Date: ASAP

To Apply

AA/EOE. The San Francisco Education Fund is committed to building a culturally diverse staff and strongly encourages women, people of color, individuals with disabilities and veterans to apply.

No phone calls, please. Email cover letter, and resume as one Word document or PDF file, to Kimberly Wicoff kwicoff@sfedfund.org with "Director of Corporate & Community Engagement" in the subject line. Resumes submitted without cover letters will not be reviewed. This position will remain open until filled; complete applications will be reviewed as they are received.