



EXECUTIVE DIRECTOR POSITION

The Berkeley Community Fund (BCF) is seeking a creative, resourceful, and entrepreneurial leader with a proven track record of fund-raising, partnership development, and effective management to be its next Executive Director (ED). The ED will lead the organization well into the second decade of its college scholarship and success programs serving Berkeley youth.

ABOUT BCF

BCF was established in 1991 by a philanthropic group of friends committed to narrowing inequities within the Berkeley community. For the first 17-years, it gave grants to a wide variety of Berkeley organizations that aligned with its mission and awarded small scholarships to college-bound Berkeley High School seniors. It changed its mission in 2008 and, since then, has given Berkeley youth from lower income families and underrepresented groups access to greater opportunities by providing scholarships, connections, and other support instrumental to success in college and beyond.

- BCF has awarded more than \$3.6 million to 268 students since 2008. Its programs also provide mentoring and other support around college persistence and career development. It has a warm and inclusive culture that supports students throughout their college careers.
- Its High Hopes Scholarship Program currently supports 108 students attending 4-year institutions throughout the U.S. From 2008-2018, 90% of the scholars in this program have either graduated or are persisting in college.
- The BCF Promise Scholarship Program, launched in 2017, currently supports 45 students who attend Berkeley City College and plan to transfer to a 4-year institution. Students who succeed in transferring have the opportunity to apply to the High Hopes Scholarship Program.
- Most of our scholars (86%) have parents who never attended college.
- BCF collaborates with the City of Berkeley, Berkeley Unified School District, Berkeley City College, UC Berkeley and corporate partners.

THE OPPORTUNITY

BCF is poised to grow and aims to serve more students in the Berkeley community. In partnership with a devoted and active board of directors, the Executive Director will lead the implementation and further development of the organization's strategic plan. Given the years-long commitment to our scholars, the ED also will lead activities to secure financial sustainability and diversify support for our mission from individuals, corporations, foundations and other sources. The ED will serve as the face of BCF in the community and is responsible for enhancing public perception of the organization and building partnerships with others in the Berkeley community.

The ED will oversee the organization's day-to-day operations, supervise staff and is responsible for program delivery, financial management, administrative operations, development, marketing, and communications with the Board of Directors.

The ED will demonstrate a passion for education and for expanding opportunities for smart, resourceful, and resilient young people. That person should feel comfortable dealing with high school students, Berkeley school district personnel, current and potential donors, corporations, funders, and groups running similar programs in neighboring communities.

RESPONSIBILITIES

Fund Development

- Lead efforts to raise \$1M+ annually to support BCF's operations and the High Hopes and Promise Scholarship programs.
- Work closely with the board and its development committee to cultivate and deepen relationships with BCF's individual, foundation, and corporate donors.
- Develop strategies to increase current donors' commitment, engage new donors, and broaden outreach to tap new revenue streams.
- Ensure successful execution of the annual gala, our biggest fundraising event of the year.

Leadership and Program Management

- Implement and further develop the strategic plan.
- Lead BCF's staff in the pursuit of programmatic and operational excellence.
- Evaluate the organizational structure, respond to evolving needs, and configure staff positions as required.
- Lead, motivate, and assess full-time staff, interns, students, and support personnel who have diverse experiences and skills.
- Develop a deep knowledge of BCF's programs and operations.
- Stay abreast of significant developments and local and national trends related to college access and success, particularly as it impacts our target population.
- Ensure that BCF evaluates and effectively communicates the results of its programs.
- Establish effective decision-making processes that will enable BCF to achieve its long- and short-term goals and objectives.

Marketing, Communications, and Public Relations

- Serve as the "face" of the organization, representing the programs and point of view of the organization to agencies, organizations, and the general public.
- Increase the awareness, visibility, influence, and impact of the organization.
- Quickly develop and maintain strong relationships with local government, school district, community, business, and higher education partners (Berkeley City College, City of Berkeley, UC Berkeley, Berkeley Unified School District).

- Build new partnerships with funders, donors, decision makers, and community leaders to optimize program evolution and execution.
- Ensure the organization has a robust website and online social media presence.

Board Relations and Support

- Work with Board leadership to develop a culturally competent, diverse, effective and engaged Board.
- Provide the Board with adequate information to help members reach sound decisions and establish necessary and required policies.
- Collaborate with the Board to implement by-laws, policies and procedures, governance structure, strategy and planning for continued board recruitment and development, and training in governance best practices.
- Work with Board President to set annual calendar and meeting agendas.
- Engage and support Board subcommittees.
- Seek and build the active engagement of Board members.

Financial Oversight

- Oversee the management of the financial planning and forecasting, budgeting, and resource allocation for BCF.
- Oversee the development of the annual budget and ensure that appropriate internal financial controls are in place.
- Work closely with the Executive Committee and Treasurer to provide the Board with comprehensive reports on revenues, expenses, and an agreed-upon set of financial, operational, and/or programmatic indicators of success.
- Monitor appropriate investment strategy for funds.
- Maintain relationship with administrative services partner.

QUALIFICATIONS

- Background and understanding of higher education with a strong commitment to the mission, goals and work of BCF.
- 5+ years of experience as an entrepreneurial leader launching, managing and expanding programs, and managing people, preferably in a nonprofit or social enterprise.
- Ability to connect with and enjoy college students and to understand the challenges they face and the opportunities that await them.
- Experience as an effective fundraiser with the ability to ignite a diverse set of donors to invest in the mission of the organization, executing varied approaches to fundraising.
- Exceptional relationship building skills with the experience to build trust with the Board, staff, funders, partners, students, and community leaders.
- Ability to engage a variety of stakeholders and authentically articulate BCF's goals and priorities.
- Strong financial management and administrative skills to make sound financial decisions and oversee day-to-day operations of the organizations.

Strong candidates will be able to demonstrate

- Flexibility to address evolving plans.
- Knowledge of Bay Area donor and education community.
- Cross-cultural competency.
- Comfort prioritizing tasks in a resource-constrained environment.
- Great organization skills.
- Ability to coordinate a number of activities with multiple components, requiring independent follow through and attention to detail.
- Excellent oral and written communications skills.
- Strong technological competency. Comfort with blogging, email newsletters, social network tools and database management.

Candidates should have

- Ability to use a computer, including use of a keyboard and reading a computer screen.
- Willingness and ability to work some weekends and evenings.
- Ability to work in an office environment and visit locations in the community.
- Ability for occasional lifting and/or moving objects of up to 20 pounds.

COMPENSATION

Salary will be commensurate with experience. BCF offers an attractive benefits package through its administrative services partner, the YMCA of the East Bay. The benefits package includes medical, dental, a cash-in-lieu of benefits option, two weeks paid vacation, up to 10 paid holidays (including 3 floating holidays), a tax deferred retirement contribution plan, and a Bay Area-wide YMCA health club membership. After two years with the organization all full time employees receive 4 weeks paid vacation and a 10% employer-funded contribution to your retirement account with immediate vesting. In addition, BCF offers a flexible work schedule.

TO APPLY

Upload a resume and cover letter outlining why you believe you are qualified for this position addressed to the Executive Director Search Committee at www.berkfund.org/jobs.

The Berkeley Community Fund is an equal opportunity employer that does not discriminate on the basis of race, religion, disability, gender, nationality, ethnicity, sexual orientation or any other protected category. We strongly encourage members of traditionally underrepresented communities to apply.

We also know that great candidates may have skills that we haven't thought of yet and who won't fit everything we've described above. If this describes you, don't hesitate to apply and tell us what unique contributions you can offer.