



Venture
Leadership
Consulting

Position Overview

Executive Director

2021 Search

**CITY
YEAR**

SAN JOSÉ / SILICON VALLEY

OUR MISSION

Close the opportunity gap through national service by investing meaningful resources in local communities

OUR VISION

Educational equity - for every student - in every neighborhood in the Bay Area

IN SILICON VALLEY



Founded in 1994



13 Schools



125 Corps Members



7,000 Students



234,600 hours served

ACROSS THE US



Founded in 1988



349 Schools



3,200 Corps Members



234,000 Students



29 U.S. cities

ABOUT CITY YEAR

San José/Silicon Valley

City Year believes that all students can succeed and that developing the skills and mindsets of children and young adults contributes to strong, vibrant communities—outcomes that benefit everyone. Many students lack access to the learning environments and resources they need to thrive in school and in life, due to systemic inequities that disproportionately affect students of color and students growing up in low-income households. More than one million students do not graduate from high school each year, 50% of whom come from just 12% of schools. City Year AmeriCorps members provide vital support to the most systemically under-resourced schools, focusing on where the need is greatest and partnering with students who are at risk of dropping out.

City Year was founded in 1988, with a vision to unite young people, ages 17-25, from diverse ethnic, educational, and socio-economic backgrounds to engage in a year of full-time national service. Fueled by a belief in the power of national service to develop young people into leaders, problem solvers, and more active citizens, City Year partners with public schools in 29 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. City Year is supported financially by federal and state AmeriCorps grants, local school districts, and private philanthropy from corporations, foundations, and individuals. Learn more about City Year, Inc. in the organization's most recent [Annual Report](#).

Among the [29 U.S. CityYear Sites](#), City Year San José/Silicon Valley has been a high-achieving site since 1994, serving over 7,000 students annually at 13 schools with the help of 125 “near-peer” AmeriCorps Members. Learn more about the City Year San José/Silicon Valley impact from the most recent [Site Annual Report](#).



CORE VALUES

CITY YEAR WAS FOUNDED WITH A

CORE BELIEF: uniting and empowering diverse teams of idealistic young people and charging them with addressing some of our country's most difficult challenges can change the world for the better. The organizational values City Year staffers collectively uphold are deeply rooted in this belief and in their shared commitment to diversity, belonging, inclusion, and equity (DBIE). City Year's journey to fully live their values and commit to DBIE is ongoing, and with each step forward, they come closer to actualizing their mission and fulfilling promises to one another.

- ☑ **Service to a Cause Greater Than Self:** We dedicate ourselves to addressing shared civic challenges through unified action.
- ☑ **Students First, Collaboration Always:** The success of the young people we serve is our preeminent goal, best achieved by working in partnership with others who are dedicated to the same cause.
- ☑ **Belief in the Power of Young People:** We are committed to harnessing one of the most powerful forces for positive change at work in the world today.
- ☑ **Social Justice for All:** We dedicate ourselves to building a more just, equal, fair, and compassionate world.
- ☑ **Level Five Leadership:** We aspire to develop a culture of Level Five Leadership across the organization, fostering a blend of great humility with intense professional will.
- ☑ **Empathy:** We strive to constantly walk in the moccasins of others.
- ☑ **Inclusivity:** We embrace differences as strengths that magnify our capacity to achieve shared goals.
- ☑ **Ubuntu:** I am a person through other people; my humanity is tied to yours.
- ☑ **Teamwork:** We strive to work powerfully together in a unified effort to achieve our goals.
- ☑ **Excellence:** We hold ourselves to the highest standards as we strive to execute our mission and steward our resources.

Position

overview



Location

SAN JOSÉ, CA



Reports to

MARKET
PRESIDENT OF
CITY YEAR, INC.
& ADVISED BY
LOCAL BOARD OF
DIRECTORS



Position Classification

FULL TIME /
EXEMPT



Desired Start Date

FALL 2021



Number of Staff

33 FTE +
105-125
AMERICORPS
MEMBERS



Operating Budget Size

~\$8.0M

Our Needs From An Executive Director

City Year San José/Silicon Valley (CYSJ/SV) is seeking an ambitious and resourceful leader who will bring applicable knowledge of the education sector of the San José/Silicon Valley region, along with organizational management, fundraising, and partnership-building expertise. The Executive Director (ED) will have overall strategic and operational responsibility for CYSJ/SV's staff, AmeriCorps members, and school-based programming. As such, the ED will be charged with maintaining concurrent lines of sight on student outcomes and the experience of AmeriCorps members while stewarding relationships with external supporters and stakeholders.

This is an exceptional opportunity to lead a stable and impactful organization and to foster a culture (internally and externally) that reflects City Year's values. With a strong executive presence, the ED will actively partner with City Year, Inc. team members around the country, local Board members, staff, advisors, school districts, and community partners to advance educational equity in the Silicon Valley region.

City Year San José/Silicon Valley has a "people first" culture where authenticity, warmth, transparency, and trust-building are highly valued. The team is committed, energetic, collaborative, flexible, humble, and inclusive. The role requires strong attention to detail for executing strategy, while also collaborating with multiple City Year and San José/Silicon Valley community stakeholders to envision future opportunities.

Position

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The successful candidate will effectively mobilize powerful coalitions across the city and state, including board members, district leaders, and other school partners, City Year alumni, private and public sector investors, and local, state, and national elected officials to accelerate greater educational opportunity for the region's public school students. Just as importantly, the ED must be present and engaged at the local level—a visible leader who is active and invested in community-based and grassroots efforts that are driving meaningful change for San José/Silicon Valley students and communities.

The ED is responsible for an annual budget of approximately \$8 million, of which:

- ☑ **53% comes from public sector revenue, including school district revenue and AmeriCorps funding**
- ☑ **40% comes from the private sector, comprising nearly \$3.1 million in annual philanthropic donations from individuals (30%), corporations (36%), and foundation grants (34%), and**
- ☑ **7% comes from other sources**

The ED will also hold the title of Vice President in City Year's national organization and will be expected to support the connections between City Year's national initiatives and the local work in San José/Silicon Valley while also contributing to the national strategy through network-wide projects. The national team of executive directors is a tight-knit group that provides support and collegiality nationwide.

Under the direction of the Market President and working closely with national leadership colleagues, the ED is responsible for addressing the following key opportunities and challenges:

- 1. Lead a strong team and build-upon CYSJ/SV's organizational culture; prioritize and actively demonstrate an authentic and lived commitment to diversity, belonging, inclusion, and equity (DBIE).** The Executive Director will lead through consensus-building and with transparency, and will create a culture of trust and stability, actively listening and learning from those around them. With the support of the CY SJ/SV's Chief of Staff, the ED will prize collaboration and clear communication across all levels of the organization. The ED must advocate strongly and consistently for diversity, belonging, inclusion, and equity in all aspects of their work, both internally and externally, including supporting the local City Year DBIE Council and alignment with the City Year headquarters Office of Equity. These DBIE values are shared deeply across the organization, and the ED will be expected to act and lead powerfully on this front. City Year and all of its sites, including City Year San José/Silicon

Position

overview *continued* ...

Valley, are committed to being actively anti-racist organizations.

- 2. Advance City Year San José/Silicon Valley's philanthropic efforts, increasing the number of key donors and investors in City Year's impact.** The ED will serve as the site's chief fundraiser and advocate, raising the financial support necessary to meet annual and long-term revenue goals. In partnership with development team staff (CYSJ/SV's Managing Director, Development, as well as local and national colleagues) and local board members, the Executive Director will be expected to identify, cultivate, solicit, and manage strategic relationships with corporations, private foundations, family foundations, and individuals in order to build a sustainable private revenue mix. In addition—and central to the site's success—the ED must prioritize maintaining strong, consistent relationships with existing district leadership and school partners, and also put in the time necessary to cultivate new relationships with the leaders of future school partners.
- 3. Set and achieve ambitious goals for the recruitment, engagement, and overall experience of CYSJ/SV's AmeriCorps members; ensure the delivery of high-quality and data-driven programming in partner schools in order to deliver results.** The ED will collaborate with City Year's national recruitment and admissions team, as well as CYSJ/SV's Chief of Staff, to ensure that the site's annual recruitment goals are met (including quality, quantity, diversity, and inclusivity measures), and will concentrate locally with site staff on the AmeriCorps member experience on the ground to ensure a strong cohort returns annually for a second year of service. The ED will be a visible, engaged part of the service year, and will find joy and energy in connecting with the corps and school partners in authentic, meaningful ways that advance student outcomes in the community.
- 4. Expand the reach and reputation of City Year San José/Silicon Valley by collaborating with local colleagues, local board members, and key community partners to drive the work and communicate its impact.** The ED should also have an influential public presence and meaningful ties to peer organizations and elected officials at the local and national level. These relationships—with the governor, mayor, City Council members, school district leaders, local and state school board representatives, and local members of the state and federal legislature—are important for garnering support (financial and legislative) for City Year and the broader national service movement.
- 5. Oversee City Year San José/Silicon Valley's operating relationship with district schools.** The ED will lead CYSJ/SV's strategy and external engagement with school districts and specific sites (in collaboration with CY SJ/SV's Managing Director, Impact) to ensure day-to-day programs are delivered successfully and are aligned with organizational values and impact goals. Program success metrics and active engagement with the schools will be key.

Executive Director

EXPERIENCE & 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.

A competitive candidate for the Executive Director position will have many of the following skills and experiences:

- ☑ Deep personal commitment to and demonstrated professional leadership on issues of diversity, belonging, inclusion, and equity.
- ☑ Proven success managing effective and engaged teams, and also managing across multiple layers of leadership.
- ☑ Financial and operational management experience with budgetary oversight of an organization similar in size and complexity to City Year San José/Silicon Valley.
- ☑ A track record of operating successfully within a matrixed and/or multi-site organization.
- ☑ A track record in raising funds from corporations, foundations, and individual donors.
- ☑ Significant nonprofit, volunteer, or multi-sector experience; content knowledge of community and national service and/or urban public education.
- ☑ Excellent communication, listening, and public speaking skills; the ability to articulate a compelling and inspiring vision that motivates others.
- ☑ A desire to learn and a willingness to receive feedback and hold oneself accountable.
- ☑ A high level of social and emotional intelligence; integrity, humility, honesty, and curiosity.
- ☑ Experience influencing and motivating stakeholders, and building collaborative and strategic partnerships.
- ☑ Demonstrated success responding quickly to changing situations—including maintaining calm during times of crisis—and the ability to adjust organizational plans accordingly.
- ☑ Some familiarity with the Bay Area educational landscape and K-12 education policy.
- ☑ Knowledge of and commitment to the San José neighborhoods where City Year serves would be a plus including communities of Alum Rock Union, East Side Union, and other Silicon Valley school districts.

In addition, candidates should be willing to attend evening and weekend events, and to travel for meetings in various cities when COVID-related restrictions are lifted and City Year deems travel safe again.

Note that we value deep connection to the mission/core values over perfect alignment of all qualifications and considerations listed below.

Ideal Candidate

we are seeking a leader who



☑ EXHIBITS STRONG EMOTIONAL INTELLIGENCE:

- A natural relationship and partnership builder who loves to collaborate and is people-centered.
- Enjoys coaching teams and authentically engaging with colleagues across all levels of a large organization to share best practices and challenges.
- Communicates well, is a good listener, and is caring, inclusive, and approachable.
- Exhibits empathy and respect for youth, AmeriCorps members, and the complex needs of the communities City Year serves.

☑ IS CONNECTED TO OUR COMMUNITIES:

- Demonstrates a commitment to DBIE (Diversity, Belonging, Inclusivity, and Equity) principles.
- Passionate about educational equity and driving dramatic improvement in student outcomes in the districts we serve.
- Passionate about City Year's mission, and the dual constituencies of students in San José/Silicon Valley and AmeriCorps members.
- Ability to connect authentically with youth and AmeriCorps members.
- Relevant lived experience; Bay Area roots or Bay Area based.

☑ IS KNOWLEDGEABLE OF CITY YEAR'S CONTENT AREAS:

- Understands the education system through previous work experience in educational institutions or education-adjacent organizations.
- Understands school board and district dynamics and decision-making structures.
- Has experience navigating government, policy, and partnership dynamics.

☑ HAS PROVEN FUNDRAISING SKILLS & EXECUTIVE PRESENCE:

- Inspirational organizational ambassador with a strong voice and point of view.
- Excellent presentation skills and thought leadership. Dynamic personality and ability to command a room.
- Comfortable communicating diplomatically with a variety of stakeholders, from students to Silicon Valley CEOs.
- Experienced in fundraising from individuals, corporations, and foundations and can speak to her/his/their track record in securing larger investments. Strong fundraising cultivation and donor stewardship skills.

☑ IS A STRATEGIC CHANGE AGENT & DRIVEN BY IMPACT DATA

- Strong knowledge of business acumen and strategic planning to scale impact and grow operations.
- Organized, solutions-focused, decisive, and resourceful; not afraid to roll up their sleeves to move a project forward.
- Data-driven focus and rigor towards showcasing SEAD (social-emotional-academic-development) impact and making bigger cases for funding.
- Has a knack for refining operational processes and leading by example with accountability, adaptability, and follow-through.

Other Desired Qualifications

- ☑ Demonstrated track record of growing and sustaining a non-profit organization or program.
- ☑ Fluency with organizational and operational practices, particularly with human resources, budgeting, and financial management.
- ☑ Fluency in the languages spoken in the San José community is desirable.
- ☑ This position requires onsite work at the San José, CA office location. Some remote working and schedule flexibility is possible.
- ☑ Must be authorized to work in the United States.

Compensation & Benefits

City Year will offer a competitive compensation package commensurate with experience.

Other benefits include:

- ☑ Health, dental, and vision insurance for employees and employee's dependent children
- ☑ Paid time off: 20 days of vacation per year, plus additional paid holidays and sick leave
- ☑ Access to an employer-sponsored 401(k) plan and professional development opportunities



HOW TO APPLY

Please send a resume and thoughtful cover letter to cityyearsearch@ventureleader.org with the subject line: **“City Year San José/Silicon Valley Executive Director Search: [Your Name].”**

Your cover letter should **(1) describe how your skills and experience align with the position description and (2) your passion for City Year San José/Silicon Valley’s mission and values.** Note that applications without a cover letter will not be considered.

NOTE:

- Applications will be reviewed on a rolling basis and earlier applicants may receive priority consideration. To be considered, VLC encourages all interested candidates to submit their applications promptly.
- All applications will be held in strict confidence.

EQUAL OPPORTUNITY EMPLOYMENT

City Year maintains a strong commitment to diversity, belonging, inclusion, and equity and. We believe that all institutions should more fully reflect the world we live in and we commit to providing a workplace that is safe and welcoming to all.

All qualified applicants will receive consideration for employment without discrimination regarding race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.



Venture Leadership Consulting is a collective of strategic thinkers who are committed to creating high-impact community change through integrated support for non-profit organizations.

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