

## JOB DESCRIPTION | THE CITY SCHOOL

Job Title: Coordinator of Programming and Donor Fundraising  
Reports To: Executive Director  
Prepared Date: April 1, 2017

### POSITION DESCRIPTION

Founded in 1995, **The City School** (TCS) operates out-of-school-time programs that strengthen and develop youth to become effective leaders for social justice.

The Coordinator of Programming and Donor Fundraising is a hybrid programmatic and administrative role that supports The City School through combining intensive program management work, youth work and grassroots fundraising from individual donors.

**Specific responsibilities** of this position are as follows:

- **Program planning and development.** Plan effectively for both the Pathways to Change and Summer Leadership Program, building on past work and evaluations. Coordinate efforts of all program components including program design and framework, leadership and social justice knowledge curriculum development, outreach, staffing and internship development (summer only).
- **Implementing a youth development framework.** Work directly with young people and supervise staff who are teaching and supporting these young people on a daily basis. All staff must be trained and supported in a youth development framework.
- **Facilitation and teaching.** Plan and run effective workshops for youth and adults, coaching staff and youth leaders to do the same.
- **Implement a comprehensive evaluation system.** Strengthen evaluation tools, train staff members in using and understanding them, and coordinate evaluation throughout the year, using Formstack and Google Sheets.
- **Support organizational fundraising efforts.** Work with the Executive Director on individual donor fundraising, including two annual appeals, an annual Celebrating Change fundraising event (\$10-12K), and smaller parent and alumni events, and/or donor meetings, as needed.
- **Maintain community and organizational partnerships.** Communicate with summer program partners, including recruiting new partners, sharing key internship information, developing partnership documents. Participating and leading in coalition work (Unnamed, Youth Justice and Power Union, other aligned coalitions) depending on interest. Working with Boston Mobilization to ensure effective suburban recruitment and to recruit tuition-paying SLP spots.
- **Serving as a staff liaison to the Board.** Support the Board fundraising committee to help with individual donor work. Attend 3-4 Board meetings and retreats. Recruit and support youth members to join the Board.
- **TCS Programs/work overall.** As a staff person in a small and dynamic organization, the position may have additional organizational development work at points throughout the year, including sharing the responsibilities of facilitating staff meeting, and submitting individual workplans as needed.

**Position Details:** This staff person must be available at 32 hours a week during the academic year (September - May) and available full time, 40 hours a week, during the summer (June - August).

This position accrues up to 4 paid weeks of vacation (1 week in August after our summer program concludes, and 1 week between Christmas and New Year) and generous personal and sick leave. This position will receive weekly supervision, an annual evaluation, and trainings and support as needed. The salary for this position is \$36,500 plus benefits.

**How to Apply:** Please submit a resume, cover letter and 3 references to Myriam Ortiz, Executive Director, at [myriam@thecityschool.org](mailto:myriam@thecityschool.org). The priority deadline for this position is Friday, November 3rd, and applications will be accepted after that time on a rolling basis until position is filled.

## **QUALIFICATIONS**

1. ***Organization/Leadership*** – Ability to manage multiple tasks daily and to run a fast-paced program with up to 16 staff and up to 100 students through the variety of issues that emerge. Comfort in a leadership role and supporting others leadership development is key to this position.
2. ***Communication*** - Strong verbal and written communication skills and being highly organized are key to this position. This staff member will work with parents and community partners throughout the year.
3. ***Program Management*** – This position requires extensive experience in curriculum development, and program planning and management. This position will oversee planning, implementation and evaluation throughout the year.
4. ***Knowledge of youth development work*** – Experience working with young people from across race and class backgrounds in multiple roles (as leaders and staff as well as program participants) and knowledge of youth development models, adolescent development and current issues of relevance to young people.
5. ***Experience in and commitment to social justice work*** - Including a strong analysis of racial, gender, economic and queer justice, as well as a commitment to growing around power, privilege and anti-oppression topics.
6. ***Supervision and staff support*** – Experience supervising young adult and adult staff, includes supervision, training, and staff support, is preferred. Knowledge of peer to peer coaching is also preferred.
7. ***Teaching and facilitation*** – Past classroom and workshop facilitation experience, with particular focus on inclusive and youth-led social justice environments. This position will facilitate staff meetings, run workshops & large community meetings.
8. ***Personal Characteristics*** –Characteristics important in this job: demonstrated commitment to racial, gender, economic and queer justice; humor, confidence, collaborative and firm leadership skills; an appreciation of a diverse community culture where respect and appreciation of difference defines relationships; flexibility; openness to learning and change; and appreciation of working with young people, peers, parents, and other community members.

*People of color, particularly women, queer and LGBT people and working-class people, are strongly encouraged to apply.*