



Director of Consulting Job Description

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Organization Profile

Spark is an award-winning, rapidly growing youth empowerment organization. Spark creates real-world opportunities for middle-school youth to build motivation, self-confidence and school engagement through hands-on apprenticeships. Our mission is to inspire middle-school students to pursue their interests, create bonds with their communities, and develop a lifelong passion for learning. As students explore the opportunities and challenges of a work environment, guided by a trained volunteer, they discover the relevance of school, build motivation, and set positive goals for academic and personal success.

Spark's innovative model piloted in 2005 and has more than doubled in size each year since. With demonstrated effectiveness, the model has attracted interest from communities and educators around the United States. Spark was recently awarded the prestigious Draper Richards Fellowship in 2008, given to four early-stage non-profits from around the world with the highest potential for "broad social impact." Spark is now preparing to launch national-scale programs to help thousands of youth around the United States, showing that middle-school can be a time when students become motivated lifelong learners.

Spark has a 2009 budget of \$1.45 million, with a staff team growing from 11 to 20 members, all based in San Francisco. Both staffing and budget will continue to grow rapidly as Spark's model grows within the Bay Area and on a national level. More information at www.sparkprogram.org.

Position Overview

Spark has experienced significant growth in the past three years as its apprenticeship model has been developed, tested, and evaluated in the San Francisco Bay Area. Spark is now poised to reach national scale with a "knowledge transfer" consulting model that will help non-profits, schools, and local governments establish apprenticeship programs in their communities. Spark's consulting team will create, design, and manage projects with a variety of organizations, in which adapted versions of Spark's apprenticeship model are developed to fit each local community. Spark seeks a Director of Consulting to lead this national growth and bring Spark's model into communities around the nation.

The position is based in San Francisco and involves 10-15% travel (flexible and occasional short trips). The Director will be responsible for gradually building a consulting team, beginning with a consulting Project Manager and growing to several members over the next 18 months. Spark seeks an individual who has significant experience in managing teams of consultants, with for-profit consultancy experience welcomed. The Director of Consulting will be a critical member of the organization and of Spark's senior management team, reporting directly to the Associate Director.



Spark's Core Values:

- **Self-Actualization:** Empowering people to confidently pursue their interests and live their values, driven by intrinsic motivation.
- **Community:** Fostering connections among people and organizations to meet individual and shared goals.
- **Democracy:** Collaboratively involving all stakeholders in decision-making.
- **Transparency:** Encouraging honest communication and actively seeking feedback for understanding and growth.
- **Positivity:** Planning for and expecting the best from every situation and person, and finding the opportunities in each challenge.

Responsibilities:

- **Build a Highly Functioning Consulting Team:** Build a positive, cohesive, highly-functioning consulting team, regularly communicating internally and with other staff across the organization. The first full-time addition to the team will be made in mid-to-late 2009, with additional hires every 6-8 months as project flow increases. The Director of Consulting will also work closely with staff from other teams within Spark, building their expertise into consulting projects.
- **Develop Growth Opportunities:** Work with senior staff and Spark's Board of Directors to develop a geographic growth strategy, focusing on areas where Spark's model can have a significant impact on youth and communities. Current areas under consideration include Oakland, Los Angeles, and Philadelphia. In these areas and others, the Director of Consulting will develop relationships with key funders, non-profits, government leaders, and other stakeholders.
- **Manage Consulting Projects:**
 - Evaluate fit for potential partner organizations, assisting them in developing plans to bring apprenticeship-based models into their communities.
 - Work with funders in each geographic area to ensure sustainably financial support.
 - After a potential partner has been evaluated for fit, develop project scope, timeline, and key deliverables. Identify members of Spark's Consulting, Program, and Development teams who will be involved and develop workflow and deliverables plans.
 - After project has begun, manage relationship with partner and with consultants as Spark staff deliver content and program expertise.
- **Refine & Update Consulting Strategy:** As Spark gains experience in transferring its award-winning apprenticeship model to new communities, work with senior staff and the Board of Directors to improve Spark's consulting-based growth strategy.
- **Develop Infrastructure:** Develop new tools to assist Spark's consulting efforts, such as internal knowledge databases, online-enabled trainings and consulting project templates and cases.



- **Professional Training Account:** To pursue your choice of professional training opportunities, including workshops, conferences, books, etc.
- **Retirement Benefits:** Spark offers a Simple IRA plan and will match retirement contributions dollar-for-dollar up to 3% of salary.
- **Paid Time Off (PTO):** Spark has a unique flexible time-off policy, which empowers staff to collaboratively determine and schedule time off as needed. Rather than setting and tracking specific numbers of days off, Spark staff may take time off based on the status of their work-related goals and results within the organization. This policy is part of Spark's focus on a balanced and healthy life for staff.
- **Non-monetary compensation:** The opportunity to be an integral member of an energetic, innovative, hard-working and rapidly growing team, within an organization that has the potential to significantly change American middle-school education.

Application Timeline: Applications will be reviewed on a rolling basis until the position is filled. Target start date is March 2009.

Contact:

Please send a cover letter and resume (as separate attachments) by email with "Director of Consulting " in the subject line to Chris Balme, Executive Director, at cbalme@sparkprogram.org.

Spark is an equal opportunity employer. We encourage applications from all individuals regardless of age, gender, race, ethnicity, religion, or sexual orientation, and evaluate all candidates based on merit.