



## Work differently. Join Spark.

Are you ready to work for a different type of nonprofit? Spark offers rewarding careers for hard-working professionals who want to bridge the opportunity gap for underserved students; connect with professionals in industries from architecture, to technology, to the culinary arts; and collaborate with dynamic local and national teams. Join a creative, energetic and dedicated group focused on helping seventh and eighth grade students stay engaged in school, on track for success and ready for exciting career possibilities.

Spark's supportive National Team is dispersed throughout all four regional offices - San Francisco Bay Area, Los Angeles, Chicago and Philadelphia - to provide coaching, cross functional learning, leadership and resources. As a tech-savvy organization, Spark's infrastructure integrates platforms including Salesforce, Gmail and DropBox to increase efficiency. Spark values work as a rewarding part of a balanced lifestyle and encourages team members to take advantage of a unique benefits package that includes unlimited personal time off and work schedule flexibility.

## Join Spark & lead a proven program that's poised for growth.

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### CANDIDATE PROFILE & CORE VALUES

We're proud of our high-energy, strategic, collaborative and solutions-oriented team

Spark seeks an Account Coordinator for our Los Angeles Region.

To accelerate a career in the education and nonprofit sectors, and help Spark fulfill its mission, successful candidates will demonstrate exceptional team and project management skills, relationship building prowess, innovative thinking and a make-it-work mentality. Candidates will also embody Spark's Core Values: being a student and a mentor, loving what you do, taking positive risks and dreaming big, creating meaningful change in the world and making diversity a priority.

### POSITION OVERVIEW

What you need to know about your role at Spark

Reporting to the Managing Director of External Affairs (MDEA) of Spark Los Angeles, the Account Coordinator (AC) will support Spark Los Angeles' key corporate partner accounts. In conjunction with the Volunteer Manager (VM), the AC will help deliver high quality volunteer experiences to current and future mentors and to support Spark's strategic vision through effective corporate partnership programs. The AC will provide strategic council to the MDEA and tactical support to ensure that Spark Los Angeles maintains exceptional outcomes for Spark students through successful corporate partnerships and fundraising to the region. For the right candidate, there are career growth opportunities at a rapidly growing organization.



## COMPENSATION & BENEFITS

Spark invests in people

- **Salary:** Commensurate with experience
- **Health Benefits:** Full health coverage is provided, including medical, dental and vision no more 30 days after an employee's first day. Spark covers up to 100% of monthly premiums, and a portion of the monthly premiums for dependents. Employee-funded flexible spending accounts for health and dependent care are offered. A life insurance policy providing \$50,000 of coverage is also included.
- **Learning Benefits:** Spark highly values staff's learning pursuits. Priority is placed on opportunities to pursue your choice of professional training opportunities, including workshops, conferences, etc.
- **Retirement Benefits:** For all contributions through Spark's current 401K plan, Spark will match retirement contributions dollar-for-dollar up to 3% of total salary.
- **Paid Time Off:** Spark has a unique flexible time-off policy, which empowers staff to collaboratively determine and schedule time off as needed. 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.

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## QUALIFICATIONS

What it takes to be a member of the Spark team

- Bachelors degree required, graduate preferred;
- Minimum of two-three years of relevant work experience in a fast-paced, growth-oriented organization; for-profit experience is welcomed;
- At ease building relationships and networking; experience in fundraising or business development functions preferred;
- Effective time management and organizational skills in order to independently prioritize workload and meet deadlines and goals;
- A self-starter with a track record of responding swiftly and adjusting effectively to feedback;
- Strong research and presentation skills to develop partnership decks and info session deliverables;
- Legally eligible to work in the United States; no sponsorship provided.
- In addition, to be successful as a member of the Spark team in this role, you will:
  - Have a strong desire to impact an up-and-coming nonprofit organization;
  - Thrive in a fast-paced, entrepreneurial environment, operating with a results-orientation and exceptional attention to detail;
  - Have a proactive personality; no work is 'beneath' you and you are eager to serve others, rolling up your sleeves when necessary;
  - Demonstrate mature judgment, with a high level of personal and professional integrity and trustworthiness;



- Have a sense of humor, even under stress;
- Be comfortable giving and receiving honest, constructive feedback;
- Value relationships and accountability, empowering others to achieve superior results.

## CORE RESPONSIBILITIES

Here's a glimpse at your future to-do list. Your time and talent will help deepen our impact, expand our reach and make more bright futures possible.

### Under the guidance of the Managing Director of External Affairs:

- Support a diverse portfolio of corporate partners, helping to cultivate and steward their support to Spark Los Angeles through volunteer mentors, partnership dollars, employee fundraising, and in-kind support;
- Develop strategies to maximize the value of partnerships, identifying opportunities for mutual gains including Board Member placements, brand awareness and partnership awards;
- Assist VM in developing seasonal and year-long mentor recruitment strategy plans, including setting targets for recruiting senior leadership as mentors;
- Support the partnership-building process, creating formal agreements that include mutually identified goals, mentor targets, funding agreements and communication plans;
- Develop the infrastructure and procedures for measuring, managing and ensuring partner satisfaction and retention;
- Elevate corporate partner experience by supporting the mentor-student matching process and educating the team about each partner's corporate culture, working environment and giving policies and philosophies;
- Support VM with regular communication to mentors and corporate liaisons to ensure high-quality volunteer experiences;
- Support external communication about mentor recruitment in media outlets, organizational newsletters, websites, and blogs;
- Support Spark events including "Discovery Night," the culminating celebration event of each Spark session at each school or corporate partner site, and the Fall Stakeholder Convening;
- Assist MDEA in the identification and solicitation of prospect corporate partners, major donors, and Board Members, by undertaking research and producing materials to support the process;
- Ensure all research and notes are accurately reflected in Salesforce, Spark's database;
- Undertake ad hoc research projects and analyze partner data to support the execution of the regional fundraising strategy.



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**A UNIQUE & PROVEN  
MENTORING MODEL  
IN EDUCATION**

Keeping middle grades  
students engaged, on  
track and ready for  
success

Spark ([sparkprogram.org](http://sparkprogram.org)) is a national nonprofit that brings underserved seventh and eighth grade students out of the classroom and into the workplace for tailor-made mentoring and apprenticeships that keep students engaged, on track and ready for success in high school and beyond. Created by educators and entrepreneurs in 2004, Spark has grown to serve more than 2,000 students in the Francisco Bay Area, Los Angeles, Chicago and Philadelphia. The program couples project-based mentoring in today's most popular industries with a customized, in-school Leadership Curriculum that emphasizes the importance of skills, including teamwork, time management and goal setting, to equip students for success during the transition to high school.

NBC's *TODAY* show, *NBC Nightly News*, *Esquire* magazine and *The Chronicle of Evidence-Based Mentoring* have all highlighted the benefits of Spark's unique program. Supported by more than 80 hours of powerful, hands-on programming, 90% of Spark students enter ninth grade on track to graduate on time, compared to 70% of their peers.

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**TELL US WHY YOU ARE  
PERFECT FOR THIS JOB**

We want to hear all  
about you and your  
experience

Applications will be accepted on a rolling basis. **To Apply:** Please email your resume and cover letter to [developmentla@sparkprogram.org](mailto:developmentla@sparkprogram.org). Please indicate "**Account Coordinator, Los Angeles**" as well as **your name** in the subject line.

*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; we strongly encourage and seek qualified applications from underrepresented groups.*