

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, Google Apps 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.

CANDIDATE PROFILE & CORE VALUES

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

Spark seeks an **Executive Director** for our Bay Area Region.

Successful candidates will demonstrate exceptional relationship building, communication, and project management skills, fluency in innovative thinking, and a make-it-work mentality. Candidates will also embody Spark's Core Values: be a student and a mentor, work with passion and compassion, commit to collaboration and diversity, aim high and true, and trust and respect in all relationships.

POSITION OVERVIEW

What you need to know about your role at Spark

Reporting to the CEO, the Executive Director (ED) will have overall strategic and operational responsibility for Spark's regional staff, program, expansion, development and execution of its mission. The ED plays a key role managing Bay Area external relations, building sustainable funding relationships through corporate partnerships, board members and individuals, foundations, and public/government sources. The ED also oversees and leads all fundraising events for the region. Working collaboratively with Spark's regional program staff, the ED will also leverage the expertise of members of the national team while supervising Bay Area's Development and Program staff. As a member of the organization's leadership team, the ED also helps to guide and contribute to Spark's national growth.

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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 personal 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 401K plan, Spark will match retirement contributions dollar-for-dollar up to 4% of total salary in 2017.
- **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.

QUALIFICATIONS

What it takes to be a member of the Spark team

- Bachelor's degree required; relevant graduate degree preferred;
- Demonstrated superior writing and presentation skills
- Minimum five years of management-level experience in a fast-paced, growth-oriented organization; for-profit experience is welcomed;
- Demonstrated success in fundraising, sales or external relations;
- Educational non-profit experience preferred but not required;
- Experience working with school administration and teachers, preferably at the middle-school level;
- Demonstrated ability to design and manage complex projects involving many personnel;
- Knowledge of local Bay Area issues and dynamics preferred; especially related to education and volunteerism;
- Excellent computer and internet proficiencies, with experience in Word, Excel, and PowerPoint;
- 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:
 - Be an independent, results-focused, highly-organized self-starter;
 - 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;

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- 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.

Lead Bay Area Board Development, Fundraising and Financial Management

- Enhance and lead Spark’s local fundraising strategy, in collaboration with Spark’s National Development team and the local development team, ensuring that the Bay Area meets or exceeds annual fundraising goals, and create a plan to grow funding in future years;
- Ensure a diverse mix of revenue, including corporate partnerships, foundation support, and individual contributions - including local board giving and special events.
- Serve as principal relationship manager for corporations and foundations supporting the Bay Area region;
- Lead the Bay Area’s Executive Board and provide key oversight of the Bay Area Advisory Board, ensuring board members are engaged and effective in providing strategic guidance, introductions, and fundraising support;
- Provide strategic oversight for regional fundraising events;
- Effectively utilize and manage the local site budget to implement the program and sustain the Bay Area office;

Lead the Operation and Growth of Spark’s Bay Area Program

- Directly manage a Program leader who supervises a team of program staff members, developing an exceptional regional team to accomplish three core goals: (1) successfully manage relationships with Spark’s school partners, including training and ongoing support, to ensure high-quality in-school programming for Spark students, (2) cultivate a network of mentors through corporate/organizational partners for mentorship placements and funding, and (3) guide the growth and evolution of Spark’s work in the Bay Area;
- Lead the partnership-building process with formal agreements with schools and/or school districts, and provide strategic guidance to the program team to ensure high quality partnerships with school administrators and teacher teams;
- Oversee regional implementation of Spark’s evaluation methods by ensuring the collection and input of surveys, demographic data and school district data, and utilizing data for program assessment and team management;

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Lead Spark Bay Area's Brand Development

- Provide overall leadership to regional team, creating a high performance and positive work environment that values staff development and retention;
- Create and expand alliances in the for-profit, government, and non-profit sectors to establish a portfolio of sustainable partnerships in diverse fields of work for mentorship placements;
- Ensure that Spark Bay Area recruits mentorships through corporate and community partnerships as well as board networks;
- Expand Spark Bay Area's regional model and continue our spirit of innovation along with regional and national excellence in program operations, volunteer experience, and fundraising success.

National Leadership Team

- Participate as an active member of the national leadership team, which includes Executive Directors from all regions and national executive team, shaping key opportunities and strategies for Spark organization-wide;
- Contribute to and/or lead major organizational initiatives that strengthen national capacity, brand, and program model.

A PROVEN MENTORING MODEL IN EDUCATION

Keeping middle grades students engaged, on track and ready for success in high school and beyond

As young teens transition to young adults, it's the best time to show them what's possible. It's also a time when 7th, 8th and 9th grade students from underserved communities risk academic disengagement.

Spark (sparkprogram.org) is a national nonprofit with a proven model designed to intervene early and reach students in the middle grades at this critical inflection point. Spark emboldens more than 1,000 students annually to succeed in high school and beyond by connecting them with mentors in leading workplaces and inspiring their academic journey. One-to-one mentorships are supplemented with skill building, workshops and resources for students and their families.

Supported by more than 80 hours of powerful, hands-on programming, 92% of Spark students have graduated or are on track to graduate on time, compared to an average of 68% in the districts Spark serves.

Spark mentors and partners also benefit with volunteers gaining leadership experience, businesses connecting with local communities and schools gaining experiential learning opportunities. Together, Spark and its partners empower the next generation to perform better in school, graduate on time and succeed in career and life.

TELL US WHY YOU ARE

Applications will be accepted on a rolling basis. **To Apply:** Please email your

EXECUTIVE DIRECTOR
Bay Area

PERFECT FOR THIS JOB

We want to hear all
about you and your
experience

resume and cover letter to sparkjobs@sparkprogram.org. Please indicate
“*Executive Director - Bay Area*” 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.