



## **EXECUTIVE DIRECTOR Position Description**

### **Introduction**

Next Generation Scholars ([nextgenerationscholars.org](http://nextgenerationscholars.org)) serves students and their families in successfully creating pathways to higher education, with 99% of our students being the first in their family to earn four-year college degree. 94% of NGS Scholars are from low-income families. 99% are people of color, 82% of whom identify as Latinx. We provide academic enrichment to students, wraparound social services, and comprehensive parent programming. We believe that equal access to higher education is the key to making positive change within our community.

### **Our work**

Next Generation Scholars provides low-income students and their families in the Bay Area with year-round academic programming and social services to access and successfully complete college. All elements of our programs are approached through the lens of ethnic studies and social justice. Our lectures, events, projects and personal interactions are rooted in deep respect for our multicultural society and a desire to provide our students with a meaningful education. It is of utmost importance that all our students not only see themselves as active agents of change in the community but that they also think seriously about what values and causes they are going to enact in their lives. Our outcomes are directly connected to our rigorous academic curriculum, enrichment activities, and holistic, culturally specific, family-centered social services that start in sixth grade and continue through college graduation and beyond.

### **About the Organization**

Next Generation Scholars was founded as a nonprofit 501(c) (3) in 2008 in San Rafael (Marin County), California enabling students to be the first in their families to graduate from a 4 year college/university. Currently, we have an operating budget of \$818,300 and seven full-time staff.

NGS deliberately strives to be reflective of the communities with which we work. Six members of NGS staff, including the leadership, are people of color and six are first generation college graduates. Since our founding we have served over 500 students in our (*listed below*) ethnic studies lensed programs:

- Middle School and High School Scholars programs provide twice-weekly academic classes with additional subject based tutoring so that students remain on a college-bound track.
- Summer Academy is a full-time, five-week academic experience for sixth-twelfth graders. Each student takes four academic classes as well as extracurriculars in art, leadership development, study skills, and college advisory.
- The College and Beyond program ensures our students thrive throughout college with twice monthly check-ins, academic support, wraparound services for themselves and their families.
- Parent College provides caregivers skills and resources to help their children create a college-bound culture within their families.
- Community Uplift enables students to identify specific problems they encounter in their community, to gain leadership training and to develop projects that create positive and sustainable solutions.
- Wraparound Social Services ensures our clinical staff provides support with housing, food, clothing, employment, legal support, and physiological and mental healthcare, to afford families greater stability.

### **Outcomes**

Our educational outcomes are considered “the gold standard.”

100% of NGS students gain admission to four-year colleges.

100% of NGS students are awarded the financial aid needed to attend college.

97% of NGS students graduate in 5 years.

Our graduates attend highly selective public and private universities including:

UCLA, UC Santa Barbara, UC Berkeley, Stanford University, Claremont McKenna, Brown University, Pomona College, Yale University, Wellesley, Tufts and Wesleyan.

### **The Opportunity**

Next Generation Scholars is on the search for a new Executive Director. We are looking for a leader who has both lived and professional experience in uplifting young people of color through education. Building on NGS’ 12 years of outstanding programmatic outcomes, this position is an extraordinary opportunity to push forward NGS’ deep commitment to educational equity and social justice. The Executive Director will develop NGS’ long term strategy, lead staff to deliver outstanding outcomes, ensure we raise the necessary funds to sustain and deepen our impact,

work as a tireless advocate for underserved students in our community and be the public voice of our vibrant community of social justice activists.

### **Responsibilities and Duties of the Executive Director**

- Collaborate with the Board to develop and lead strategic planning aimed at promoting the organization's social justice mission and "voice."
- Create and maintain close, personal ties to the NGS community of children and families to ensure NGS is serving them effectively and sustainably.
- Act as the public face of the organization in ways that strengthen its profile and push forth the cause of social justice.

### **Financial Management**

- Create business plans for the attainment of goals and objectives set by the Board.
- Work closely with the *Director of Development* to propose an annual budget.
- Responsible for fiscal management that operates within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

### **Development**

- In partnership with *Director of Development*, create and maintain relationships with key donors and foundations.
- Work with *Director of Development* to ensure the pipeline of new funding and maintenance of current funding partners.
- Work with current foundations to ensure the framework is in place for consistent funding.
- Oversee *Director of Development* in the creation and execution of development calendar of all fundraisers, open houses, and events.

### **Program Management/Execution**

- Oversee the design and implementation of all programs that carry out the organization's mission and respond to areas of potential growth.
- With *Director of Academics & Admissions*, establish and achieve annual curriculum metrics and goals for all programs.
- Lead curricular development using knowledge of social justice pedagogy and developmental research.
- Engage the student and parent community by actively participate in programming.
- Oversee all social service response plans and resources to a family/community crisis.

### **Organizational Partnerships/Relations**

- Build and develop community partnerships to ensure sustainable and evolving collaborations that are mutually beneficial.
- Oversee the execution and outcomes of each partnership program.

### **Staff Management**

- Manage and support a diverse team of staff focused on academics, social services and operations.
- Evolve and maintain an authentic, inspiring, and trustworthy culture that includes all staff and extends to the community we work within.

### **Qualifications and Experience of the Ideal Candidate**

- Fluency in Spanish and English is required.
- At least five years of experience in a leadership role in a nonprofit focusing on education through a social justice lens.
- Experience working with students and their families in underserved communities.
- Bachelor's degree from an accredited four-year college or university; Masters and/or MBA or equivalent experience.
- Excellent people leadership, management, and team building skills.
- Excellent communication and interpersonal skills.
- Effective at working with others to reach common goals and objectives.
- Demonstrated efficacy on a strategic level as well as an operational level.
- Ability to manage Board relationships and work closely with Board committees and outside professionals as required.
- Deep motivation, driven by the mission of the organization.
- Ability to work weekends, holidays, and some evenings, as required.

### **To be considered as an applicant**

- Please apply using the following URL: [cvnl.org/recruit](http://cvnl.org/recruit)
- No phone calls please.

***\*Submission of your application is not an offer of employment or an employment contract.***

## **Equal Employment Opportunity**

Next Generation Scholars provides equal employment opportunities (EEO) to all employees and qualified applicants for employment without regard to race, color, religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), creed, gender (including gender identity and gender expression), sex, pregnancy (including childbirth, medical conditions related to pregnancy, breastfeeding and related medical conditions), national origin, ancestry, age, marital status, physical disability, mental disability, medical condition (including cancer or a history or record of cancer and genetic characteristics), genetic information, sexual orientation, military or veteran status or any other characteristic protected by federal, state or local law. It also prohibits unlawful discrimination based on a perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship. All such discrimination is unlawful.

Next Generation Scholars provides equal pay for substantially equal work regardless of gender, race or ethnicity, in conformance with the law. Prior salary shall not, by itself, justify any disparity in compensation between employees of another gender, race or ethnicity who perform substantially similar work by relying without more, on differences in the employees' compensation history, such as the fact that one of them was paid more in a prior job.

This policy applies to all terms and conditions of employment, including, but not limited to, recruitment, hiring, placement, promotion, training, termination, layoff, recall, transfer, leaves of absence and compensation.