



**Position:** Chief of Staff

**Reports to:** CEO

**Start date:** Fall 2017

**Location:** Oakland, CA

### **The Organization**

Educate78 is a 501(c)(3) not-for-profit organization founded in 2015 to ensure that every child in Oakland's 78 square miles, regardless of income, race, neighborhood, or background, receives a world class public education. Although Oakland's public school system has improved over the past twenty years, too many of our students are still poorly served: fewer than 20% of our city's most vulnerable learners attend schools that are rated high quality on the state's dashboard.

Educate78 believes that Oakland has the potential to become a national model of a vibrant, modern, and high performing public school system, if organizations and leaders across the city collaborate to find creative solutions to the historically intractable challenges facing Oakland students and schools. Through strategic initiatives, grant-making and coalition work, Educate78 helps develop excellent schools, supports teachers, cultivates education leaders, engages families, and advocates for policies that increase equity and school quality.

### **Key Responsibilities:**

- *Strategy:* Lead the strategic planning process to develop and refine organization's strategy and set annual and quarterly goals; support team to prioritize and execute to achieve goals
- *Impact:* Create and maintain internal systems for tracking, evaluating and communicating our work; update and maintain shared external-facing systems for tracking progress towards goals
- *Diligence:* Oversee grantmaking diligence, ensuring recommendations are well-crafted and reflect a thorough and astute inquiry
- *Team Culture & Organizational Development:* Plan and facilitate staff meetings, ensure the team is in alignment and on-task to deliver on established goals and timelines in a way that is aligned to our core values and organizational beliefs; proactively nurture organizational culture to reflect mission and core values, create and maintain supports to ensure staff professional growth, recommend shifts to organizational structure and staffing; lead efforts to make Educate78 a great place to work
- *Operations:* Work with Operations Manager to recommend and design improvements to operational systems and team training
- *Finance:* Manage financial services contractor; develop and maintain internal accounting controls and procedures; monitor budget-to actual financial results on a quarterly basis and recommend adjustments as needed; review all financial reports; lead annual budgeting process; monitor grant reporting
- *Fund development:* Support fundraising by drafting grant proposals and reports
- *Governance:* Coordinate team in preparing for Board and Committee meetings; support CEO in facilitating meetings
- *Special Projects:* Act as a "utility player"; give input and provide coverage on special projects; assist colleagues on projects as needed to keep work moving at 100%



- *Represent Educate78:* Participate in events and meetings to advance Educate78 role as a leader in Oakland public education

### **Skills and Qualifications**

- Alignment with Educate78 Core Values and an unwavering commitment to ensuring excellent public schools for all students across Oakland
- Strong strategic thinking and planning skills to advance organization towards its goals with urgency
- Strong track record of delivering results across a wide range of activities, functions and program areas
- Growth mindset; always learning and energized to develop new skills
- Ability to multi-task, juggle and prioritize; get-it-done DNA
- Ability to motivate others to action; experience building strong working relationships and collaborating with a diverse team
- Good judgement, intuition and pattern-recognition about challenges in public education and mission-oriented entrepreneurial organizations
- Ability to communicate clearly, in both writing and speaking, with many types of people
- Comfort in a fast-paced environment; ability to navigate ambiguity

### **Education and Experience**

- Professional experience in education or related field
- MBA or equivalent experience
- Bonus: experience in a grant-making organization

### **Salary and benefits**

We offer a competitive salary commensurate with experience, and robust benefits package.

### **We are Deeply Committed to Equity & Diversity**

Educate78 seeks to build a team that is reflective of Oakland's student body. Individuals who attended Oakland public schools are strongly encouraged to apply. Educate78 is an equal opportunity employer and does not unlawfully discriminate on the basis of race, color, religion, sex (including pregnancy, childbirth and related medical conditions, and breastfeeding and related medical conditions), national origin, ancestry, age, medical condition, mental or physical disability, veteran or military status, marital status, gender (including gender identity and gender expression), genetic information, sexual orientation, or any other basis protected by local, state, or federal laws. It also prohibits 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.

### **To Apply**

Please email resume and cover letter to [info@educate78.org](mailto:info@educate78.org). We will accept applicants on a rolling basis through September 8, 2017.