

San Francisco Beacon Initiative
A Project of Tides Center

Job Title: Executive Director

Reports to: Advisory Board and Tides Board of Directors

Location: Remote/local to the San Francisco area

FLSA Status: Exempt, 40 hours/week, 8 hours/day

Salary Range: \$135,000 - \$150,000

Application Requirements: In order to apply for this position please submit your resume and responses to the application questions below to Mike Jolley at mike.jolley@gmail.com. Only complete applications will be considered.

- Why are you interested in working for the San Francisco Beacon Initiative and the Executive Director role specifically? Within your response, please share your values and beliefs that align with SFBI's mission and approach.
- In no more than five sentences tell us about your experience with or exposure to the San Francisco Beacon Centers/community schools ecosystem.
- In no more than five sentences tell us about your experience with or exposure to the national full-service community schools landscape.
- In no more than five sentences tell us about your experience with professional learning and/or capacity-building in youth development, out-of-school time learning, community schools, or other relevant fields.

ABOUT THE SAN FRANCISCO BEACON INITIATIVE

The San Francisco Beacon Initiative (SFBI) is a backbone organization that empowers kids, families and communities by unleashing the leadership of the youth development workforce. The community schools vision puts public schools at the center of community life - supporting families and kids in academics and beyond by bringing the whole community together to optimize resources. Locally, SFBI supports 27 school-based Beacon Centers and San Francisco Unified School District, serving as a capacity builder and connector that builds healthy relationships among school sites and their youth development workers, city officials, funders, and community-based organizations. SFBI also strives to be an active part of the national community schools landscape, working with other stakeholders around the country to drive cross-sector collaboration, thought partnership, and systemic change.

POSITION SUMMARY

The Executive Director serves as the leader of SFBI, leading the team while also setting the organization's vision and strategy, including exploration of new directions and opportunities for national impact. Locally, SFBI provides city-wide support and capacity-building to school-based Beacon community centers in 27 public schools. SFBI serves as the connective tissue for the city's Beacons, coordinating

academic, social, and support to their youth as they prepare for lives as successful adults. Additionally, the Executive Director will capitalize on and expand SFBI's broader community schools work, connecting nationally with community schools organizations, intermediaries, and school transformation networks and funding around the country. Working with the guidance of the Advisory Board, the Executive Director will lead the SFBI team's support for Beacon Centers and agencies, presence in the national community schools landscape, stakeholder engagement and partnership, development and fundraising, and financial and administrative operations.

The Executive Director is an exempt position for purposes of federal wage-hour law, which means that you will be salaried and will not be eligible for overtime time pay for hours worked in excess of 40 in a given work week.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Executive Leadership

- Serve as the steward of the organization's mission and vision and work with key stakeholders to revisit the vision as necessary; Proactively pursue opportunities to serve as a thought leader in both the local and national education landscape.
- Lead the team's efforts to effectively deliver on the goals and objectives in the final year of the current strategic plan, monitor progress and results, and engage in the planning process during the next planning cycle.
- Cultivate Advisory Board membership; Collaborate with the Board to continue to clarify and enhance their role and relationship to SFBI in service of the organization's goals.

Team Leadership

- Serve as a supportive, collaborative leader of the close-knit, seven-member SFBI team, including direct supervision of four team members.
- Collaborate with others on the SFBI team to build a diverse and inclusive workforce that is reflective of the communities served by SFBI and to deliver rigorous, inclusive recruiting/hiring of staff in alignment with the organization's values.

Strategic Partnerships & Communications

- Serve as a key representative of SFBI in cross-sector collaboration, new partner development, and other stakeholder engagement; Lead SFBI's communications planning in order to raise awareness of the organization's work and value as an intermediary while elevating the voices of San Francisco Beacons and community schools.
 - Deepen partnerships and facilitate complex relationships between various public and private entities in the San Francisco Beacons ecosystem, such as the Department of Children, Youth, and Their Families, San Francisco Unified School District, nonprofits, private funders, and others.
- Partner closely with key stakeholders on the city-wide vision and strategy for community schools and Student Success Fund, such as San Francisco Unified School District, the Department of Children, Youth, & Their Families, the Service Provider Working Group, schools with California Community Schools Partnership Program funding, and others.

Programmatic Leadership

- Lead the SFBI team's design and facilitation of professional learning and other capacity building

and continuous improvement support for Beacon Center and lead agency staff and leaders such as peer exchange, professional learning communities, workshops, and coaching.



- Monitor the national landscape for the latest trends in research, policy, and best practices in youth development, out-of-school time learning, and community schools.
- Develop new programmatic directions based on program needs and in consultation with the SFBI team and Advisory Board.

Development & Revenue Generation

- Lead and collaborate with the SFBI team on development efforts, including fundraising, grant writing, foundation support, and reporting to funders.
- Explore mission-aligned opportunities to diversify revenue through fee-for-service contracts, new programs, and partnerships that drive revenue.

Operations

- Work with SFBI's fiscal sponsor (Tides Center) to manage the organization's finances, human resources, and other administration.
- Collaborate with other team members and the Advisory Board to plan for SFBI's long-term financial sustainability.
- Manage the relationship with Tides Center and monitor the role of fiscal sponsorship in SFBI's long-term strategy and operations.

QUALIFICATIONS

For the Executive Director position, we are looking for candidates who possess a combination of the following qualifications:

Education and Experience

- At least five years of senior management or executive leadership experience with citywide programs, organizations, or large-scale initiatives focused on youth development, family support, or out-of-school time learning required; Experience in San Francisco or Bay Area organizations or programs highly preferred.
- Track record of facilitating complex, multi-partner collaborations requiring network- or system-level coordination and problem-solving; Experience with Beacon programs or other full-service community schools programs highly preferred.
- At least 10 years of experience designing and delivering professional learning, leadership development, and/or other capacity-building supports for nonprofits, schools, and/or communities; Experience responding to and participating in policy change and systems-level strategy highly preferred.
- Master's degree or higher in a related field or substantial relevant job-related experience in lieu of degree.

Knowledge, Skills, and Abilities

- A strong background and knowledge in community schools and youth development and an understanding of the issues facing economically and culturally diverse communities, city departments and services, schools and school districts, and community-based organizations serving children, youth, and families.
- Strong skills in collaborative facilitation, including responding to the shared and divergent

- Entrepreneurial mindset with proven ability to be resourceful in drawing upon existing resources to advance a mission, secure and maintain additional funding, and explore the diversification of revenue through fee-for-service programming or other earned revenue.
- Solid understanding of nonprofit operations, including financial management, human resources and talent acquisition, and administration; Experience working with a fiscal sponsor preferred.
- Strong adaptive leadership skills such as emotional intelligence, leading through influence, building stakeholder investment or buy-in, relationship-building, and managing through ambiguity and change.
- Systems thinker with strong organizational skills such as project management, critical thinking, effective prioritization, data-informed decision-making, a continuous improvement orientation, and planning for sustainability.
- Excellent facilitation skills and deep knowledge of adult learning best practices, multi-tiered models of support, communities of practice and other peer learning strategies, and other elements of effective professional learning and relevant capacity-building.
- Strong collaborator and supportive team manager with experience managing a distributed team and managing through layers.
- Strong writing and oral presentation skills, excellent organizational skills, and proven ability to meet deadlines, execute complicated tasks, and follow through thoroughly on work plans.
- Understanding of program evaluation and ability to support sites and systems to define, collect, and make sense of data to improve performance and assess whether objectives have been reached.

ORGANIZATIONAL RELATIONSHIPS

- San Francisco Beacon Initiative staff and employees.
- Department of Children, Youth, and Their Families staff and employees.
- San Francisco Beacon center and lead agency staff and employees.
- San Francisco Unified School District staff, employees, and students.
- Donors, funders, Advisory Board members, elected officials, and national organizations engaging in community schools work.

PHYSICAL DEMANDS

- Sit at the computer desk for up to 8 hours.
- Carry at least 10 pounds of office supplies or equipment.
- Estimated 20% local travel to different meeting sites via walking, driving, and/or public transportation.
- 10% Domestic travel, frequently to other cities via airplane.

WORK ENVIRONMENT

- Work environment is primarily virtual, with no central office; however, this role will require in-person meetings as needed. In the event we rent an office, the work environment may change from virtual to in-person.
- Occasional weekend and/or evening work per events/trainings/conferences.
- While traveling, the individual will work from hotels, conference rooms, and classrooms.

San Francisco Beacon Initiation (SFBI), a project of Tides Center, is an “at-will” and equal opportunity

employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including



pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.

Reasonable accommodations will be made so that qualified individuals with disabilities may participate in the application process.