

POSITION ANNOUNCEMENT

MANAGER OF POSTSECONDARY SUCCESS

Reports to: Director of Postsecondary Success

Location: San Francisco

Apply By: April 10, 2020

ABOUT THE STUPSKI FOUNDATION

The Stupski Foundation is a private spend down foundation investing all of its assets in the next 10 years to address some of the Bay Area and Hawai'i's biggest challenges.

The Foundation primarily funds organizations in San Francisco and Alameda Counties and Hawai'i that address Food Security, Postsecondary Success, Early Brain Development, and Serious Illness Care. Between 2016 and 2017, the Foundation focused on what to address in each issue area. In 2018, it focused on creating an initial set of strategies within each issue area. From 2019 onwards, the Foundation will work with its partners to determine which investments are most impactful. The Foundation will work quickly and iteratively to help create sustainable, lasting impact before closing its doors in 2029. The Foundation is also embarking upon an equity advancement process and seeks candidates who are committed to equity and who are eager to help us build our organizational culture.

ABOUT THE OPPORTUNITY

We are looking for a highly-motivated, flexible, and relationship-oriented professional to work with our fast-paced, innovative, and growing team. Reporting to the Director of Postsecondary Success, the Manager of Postsecondary Success will assist in the implementation of the Foundation's initial strategies. Specifically, the Manager will provide support to the Postsecondary Success team – comprised of the Director and a team of consultants - by designing and monitoring grantmaking, as well as developing relationships with key partners and systems. With guidance from the Director, the Manager will be instrumental in continuing to operationalize the Foundation's ambitious grantmaking strategies over the next 10 years and will help further refine its giving approach. Above all, the Manager will apply his/her/their passion for social change; ability to engage with multiple stakeholders; research and analytical capabilities; and unique experience to advance the Foundation's mission and actively engage in ongoing diversity, equity, and inclusion efforts.

Key responsibilities for the Manager include:

- Partner with a portfolio of grantees to co-design grantmaking, assist their programs in reaching their intended impact in a timely manner, and provide guidance to ensure success
- Draw out implications from data sets, research, stakeholder feedback, and grantee reports to make grant recommendations
- Interact and forge relationships with Foundation staff, the Board of Directors, and external stakeholders including the diverse communities we serve

- Support the Director in building relationships with key stakeholders and funders to create coalitions that can sustain impact beyond the Foundation's existence
- Create collaborative events and spaces with grantees and stakeholders, such as convenings and co-learning sessions
- Work collaboratively with Director and consultants to capture grantee results, draw out implications, and fine-tune strategies

A successful Manager is an ethical and resilient self-starter who is committed to learning and growth, and possesses the following competencies and qualifications:

Core Competencies

- Seeks opportunity for continuous learning and growth for themselves and grantees
- Listens with an open mind and a deep commitment to respecting diverse viewpoints
- Forges trusting relationships with Foundation staff, the Board of Directors, external stakeholders (including the diverse communities we serve), and grantees
- Has strong written and verbal communication skills with an ability to create original written content and adapt to deliver verbal presentations in multiple settings with multiple audiences and diverse stakeholders
- Has an ability to turn data into actionable insight and develop recommendations for strategic shifts
- Has a demonstrated commitment to equity, personally and professionally

Key Qualifications

- Minimum of 3-5 years of relevant experience such as working in or with the K-12 school system, community colleges and/or universities; working with under-represented minority students and youth in community-based organizations; and/or as a grantee
- Working knowledge of community college systems and/or youth workforce initiatives
- Demonstrated history of centering the needs of students when creating strategies or programs and/or when grantmaking
- Track record of strong communications with internal and external stakeholders
- Has existing relationships within the local postsecondary education, youth development, and/or workforce ecosystems
- Capable of juggling multiple priorities and delivering results in a fast-paced environment with clear team communication
- Can quickly absorb, analyze, and share implications of large amounts of information, including research, data, community input, and grantee reports

Compensation


The Salary Range for this position is \$150,000 - \$175,000, commensurate with qualifications and experience, and includes a comprehensive benefits package.

ABOUT THE APPLICATION PROCESS

The Stupski Foundation is partnering with Walker and Associates Consulting - a national strategic management consulting and search firm located in Alameda County - to facilitate this search. To apply, email a cover letter, resume, and list of three references (candidates will be notified in advance of any outreach to your references) to stupski@walkeraac.com on or before 5:00 p.m. on Friday, April 10, 2020 noting the following additional instructions:

- Use the subject line: Manager of Postsecondary Success.
- To foster an open and impartial application review process that minimizes the potential for bias, please remove any reference to academic institutions from which you obtained any degree, if applicable. You should still list any degrees without reference to the school just simply list the type of degree conferred, for example: "Bachelor of Arts in Economics."
- Submit Microsoft Word or PDF files only (one combined PDF file is preferred).

Questions? Contact Jeannine Walker, Walker and Associates Consulting, jwalker@walkeraac.com.



The Stupski Foundation strives to foster a diverse, equitable, and inclusive culture focused on continuous learning and welcomes individuals with work and lived experiences in the issue areas and communities we seek to serve. The Foundation does not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin, age, size, sex, sexual orientation, marital status, disability, or any other characteristic protected by law and is an employment-at-will company.