

## Position Description



**Executive Director**

**Providence, Rhode Island**

## Organization

Year Up is a nonprofit organization with a mission to prepare urban young adults aged 18-24 for life and work in our technology-driven society, while guiding them toward successful careers and higher education. Through a one-year, intensive training program, students receive a unique combination of hands-on technical and professional skills, college-level coursework, and corporate internships.

In our ninth year of operations, Year Up serves more than 500 students per year across six sites in Boston, Providence, Washington, D.C., New York City, San Francisco and Atlanta, and expects to add 1-2 sites per year over the next 4 years. Year Up has received numerous awards, including Fast Company Magazine's Social Capitalist Award for innovative business model and social impact in 2005, 2007 and 2008. See [www.yearup.org](http://www.yearup.org) for more information about the program.

## Position

Year Up Providence seeks an Executive Director (ED) to ensure the site consistently achieves its mission and financial objectives. Reporting to the National Site Director in the National office and indirectly reporting to a local Providence Board, the ED is accountable for all aspects of managing and operating Year Up Providence (\$1.8 MM budget, 9 full time staff, 70+ students served annually). These aspects include: leading and managing fundraising, partner cultivation, marketing/PR, and staff recruitment and management. In keeping with year Up's values, the ED will be expected to work closely with students, building an environment of trust by engaging them on a daily basis in ways that support the students' and the organization's success, values and culture.

The ideal candidate for this role likes to network in the community, has significant contacts in Rhode Island, enjoys discussions on development, policy, and selling, has experience managing, leading, and leveraging teams, and is looking to stay in his or her next role for the 5+ years.

### **Boston**

535 Boylston St., 10th Floor  
Boston, MA 02116  
P 617 572-2833  
F 617 572-2834

### **New York**

3 Times Sq., 13th Floor  
New York, NY 10036  
P 646 562-8900  
F 646 562-8901

### **San Francisco**

465 California St., 11th Floor  
San Francisco, CA 94104  
P 415 627-1100  
F 415 627-4575

## Responsibilities

### Strategic Growth

- Work with a national team of social entrepreneurs to build a business and program model for continued national replication
- Create and lead business development efforts throughout Rhode Island to establish a network of support that will drive local program development and success

### Fundraising

- Raise funds to meet operating expenses by cultivating individual, foundation, corporate & government donors
- Secure in-kind corporate and individual donations
- Support and participate in network-wide fundraising initiatives with other site Executive Directors and the National Senior Leadership Team

### Corporate and Community Partnerships

- Engage and manage a local advisory board
- Oversee cultivation and management of corporate, government and academic internship partners to ensure every Year Up student has access to a 6-month internship
- Maintain relationships with academic institution(s) to obtain and maintain Year Up's accreditation status as a workforce development program
- Develop and maintain relationships with all other constituencies, including donors, students, volunteers, academic partners, and community organizations
- Raise Year Up's profile through marketing and one-on-one networking with key stakeholders, media outlets and the general public

### Operations and Program Development

- Develop, lead and oversee the site's program activities (curriculum, internships, and placements), establishing the operational benchmarks, timelines, and resources needed to achieve consistent quality results
- Recruit, lead, manage, motivate and mentor all site personnel, including program staff and operations staff in fundraising, finance and human resources
- Cultivate a trusting and nurturing environment for students, staff and partners
- Ensure Providence site hits dashboard metrics and results
- Manage change and complexity through systems development, communications and messaging, and making hard decisions

## Qualifications

- 10-15 years of significant achievement in the private, public or nonprofit sectors with demonstrated success delivering ambitious sales, fundraising and/or partnership goals, including exceptional strategic planning and operational skills
- Demonstrated experience raising between \$500K (minimum) and >\$1M (preferred)
- Proven track record of initiating, cultivating and managing relationships with key constituencies in Rhode Island, including knowledge of corporations, foundations, high schools, institutions of higher education, and city/state governments
- Possess an executive maturity, particularly in regards to team management and external partnerships
- Outstanding communication skills, with the ability to build, cultivate and leverage personal and professional networks and relationships, develop and deliver successful presentations, and collaborate and negotiate effectively; experience selling to corporate Chief Information Officers preferred
- Experience in a fast-paced, dynamic, complex, social or public sector environment
- Experience in the design, development and delivery of adult education and/or with Year Up's target population (at-risk urban young adults aged 18-24) is highly desirable
- Team player with a passion for Year Up's vision and a commitment to professional development and mentoring
- Bachelor's degree or equivalent experience required; an advanced degree in business or public policy ideal.

**YEAR UP** is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position.

**The Bridgespan Group**, a nonprofit organization, serves diverse organizations and is committed to building high-performing teams that mirror the communities we serve.

Please submit a resume and cover letter via email to Maureen Salkin at [yearupprovidence@bridgespan.org](mailto:yearupprovidence@bridgespan.org) and please indicate in your cover letter where you first saw this job posted. The subject line should read "Executive Director, Providence." Applications will be reviewed on a rolling basis.