



Position Description

Year Up

Executive Director, Chicago

Organization

Year Up is a non-profit 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 has served over 2,700 students since its inception, and in 2009 will serve 800 students across six sites in Boston, Providence, Washington, D.C., New York City, San Francisco and Atlanta, and expects to add two sites by 2011. 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. Visit www.yearup.org for more information about our program.

Position

Reporting to the National Site Director in our National office the Executive Director will lay the groundwork, launch and scale Year Up's next expansion site in Chicago, Illinois. The goal is for the site is to be financially self-sustainable at scale, with a budget of \$6 million and a staff of 30 within 2-4 years.

After an initial orientation and building phase in Boston working directly with the National Site Director, the Executive Director will be on the ground in Chicago, leading and managing fundraising, partner cultivation, marketing/PR, and staff recruitment and management. The Executive Director 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.

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 Chicago to establish a network of support that will drive local program development and success

Boston

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

New York

112 West 34th St., Suite 1510
New York, NY 10120
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

Fundraising

Raise funds to meet annual operating expenses by cultivating individual, foundation, corporate and government donors

Secure in-kind corporate and individual donations

Support and participate in network-wide fundraising initiatives with other site Executive Directors and the Founder/CEO

Corporate and Community Partnerships

Create and engage a local advisory board

Cultivate corporate, government and academic internship partners to ensure every Year Up student has access to a 6-month internship

Initiate and develop 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

Qualifications

5-10 years of significant achievement in the private or nonprofit sectors with demonstrated success delivering ambitious sales, fundraising and/or partnership goals, including exceptional strategic planning and operational skills

Experience in a fast-paced, dynamic, complex start-up and/or entrepreneurial environment

Proven track record of initiating, cultivating and managing relationships with key constituencies in Chicago, including knowledge of corporations, foundations, high schools, and institutions of higher education

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 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 preferred

Year Up is an equal opportunity employer committed to building high-performing teams that mirror the communities we serve. Please email a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, (both in Word format) to yearupchicago@bridgespan.org

The Bridgespan Group is a 501(c)(3) nonprofit that helps nonprofit and philanthropic leaders in the hard work of developing strategies and building organizations that inspire and accelerate social change.