



SPECIAL ASSISTANT TO THE CEO

"To get to equity - equity in education, equity in opportunities - we have to normalize participation. We have to make participation in high impact learning opportunities normal - not selective - not only for a few, but normal for everyone to do."

Dr. Lisa Jackson, Co-Founder & Managing Director
College for Social Innovation

COLLEGE FOR SOCIAL INNOVATION brings together colleges and social sector organizations to create fully-credited experiential learning opportunities that are meaningful, accessible, and life-changing. Our college students, referred to as Social Innovation fellows, build skills, a digital portfolio, and a network, putting them on track to become the next generation of problem solvers for humanity's tough challenges.

We are building a movement to make it common for millions of college students -- representing the full diversity of the nation -- to get access to well-structured internships where they learn from real-world experiences, a mentor, and a rigorous skill-building curriculum and gain access to careers in the fast-growing social sector.

Learn more about College for Social Innovation at: www.collegeforsocialinnovation.org.

OPPORTUNITY SUMMARY:

As Special Assistant to the CEO, you will assist with development, marketing, and strategy initiatives and lead on a series of special projects that cut across different aspects of the organization. You will use your personal and professional strengths to help the CEO and the organization develop and deepen relationships with a variety of stakeholders. Reporting to CEO Eric Schwarz, you will collaborate to generate engaging and compelling materials for the Board and the Advisory Board, develop grant requests for potential donors, assist with research on the social sector and higher education sector, and generally support activities and projects of the organization.

KEY RESPONSIBILITIES:

As part of a small but fast-moving start up team, the Special Assistant to the CEO will work closely with the CEO on a range of mission-critical projects ranging from strategy to fundraising, marketing, and partnership development. In addition, the special assistant will spend about 10 percent of their time directly supporting the CEO on administrative tasks such as scheduling, travel, and managing expense reimbursements. Priority projects will include:

- Writing fundraising grants and other communication with current and prospective

- donors;
- Tracking donations and funding projections in coordination with the CEO and the Finance team;
 - Managing Cultivation Events that introduce potential new donors to the work of CfSI and that engage current and prospective donors;
 - Working with the CEO and others in the organization to prepare compelling Blog posts and other materials to support social media and traditional media outreach;
 - Preparation of board books for Board Meetings (3-4 per year) and Advisory Board meetings (2 per year), in conjunction with CEO and Leadership Team;
 - Updating the organization's strategic plan in partnership with the CEO, Board, and Leadership Team;
 - Other special projects that meet the organization's needs and align with the interests of the person in the position.

QUALIFICATIONS & MINDSETS:

College for Social Innovation is all about building community, achieving exceptional results together as a team, and empowering our staff and fellows to use their personal talents to achieve excellence. If you have the passion, drive, mindset, and strength to help us accomplish our mission, then we want to hear from you!

We will be most interested in your application if you fulfill most of the following:

- *You can't get enough of people:* Growing and nurturing new relationships energizes you. You love to meet new people and to foster connections that empower others to excel. You're known for the bridges you build and the high-quality connections you broker. It's your strength and you can't hide the smile it brings to you and those around you;
- *You're curious and enjoy learning:* We're constantly faced with new opportunities and a changing political and bureaucratic landscape. We value people who are inquisitive and passionate about their work. People who learn the rules of the game and then find ways to foster change through incremental innovation that is inclusive of stakeholders;
- *You're a collaborator:* We're always up for helping each other and learning from one another, and we often work in groups. Your personal contributions matter, but are more impactful when they align with those of your peers and members of our broader community of partners;
- *You have strong communication skills:* Explaining complex ideas (verbally and in writing/PowerPoint) in ways that everyone can understand is a daily part of our work. At the same time, listening with empathy is key to understanding diverse perspectives and the full scope of barriers that we need to overcome to reach our goals;
- *You like to take initiative and have an optimistic, solution-oriented mindset:* We're often faced with situations where the next step isn't clear, but we're big believers in experimenting and testing new ideas to find the best solution. We learn along the way and incorporate the feedback we need to hear to help our ideas work better;
- *You're invigorated by the idea of social change:* You look for new and creative ways to problem solve; you're not too worried about failure to take a chance, and you are

compelled by the power and activism that exists within each of us. Like us, you want to build and mobilize a movement of young problem solvers;

- *You value and are willing to work towards equity and access to educational opportunities for all students;*
- *You are generous and kind:* We value each other. We set a high standard for taking care of each other and ourselves and expect kindness and a generosity of spirit.

Skills and Experiences Important to Success in the Role:

- Bachelor's Degree and 1 or more years of professional experience;
- Strong critical thinking skills, including ability to understand and explain data and trends;
- Strong writing skills;
- Strategic relationship-builder with outstanding interpersonal and persuasive communication skills, a naturally outgoing personality, and an ability to quickly make connections between people, networks, and organizations;
- Customer service orientation;
- Ability to prioritize the organization's core values and the best interests of the stakeholders you meet;
- Strong organizational skills, excellent with details and follow-up;
- Experience developing and executing marketing or communications campaigns (e.g., Social media, print design, blogging);
- Experience with web applications: Form Assembly, Squarespace, MailChimp, etc.

COMPENSATION & BENEFITS:

- Salary is commensurate with experience;
- Health benefits with 80% covered by CfSI and 20% covered by the employee;
- *MBTA MonthlyLink* bus and subway pass (valued at \$84.50/month);
- Cell phone reimbursement (valued at up to \$80/month);
- 21 vacation/personal days plus 13 organizational holiday days per year;
- Access to regular and ongoing feedback and professional development opportunities internally and ability to leverage organizational resources to seek additional development opportunities externally.

TO APPLY:

Please apply through our online application: <https://www.tfaforms.com/4614204>. Resume and cover letter required, PDF format preferred.

NOTE:

This opportunity is available for a start in August 2017.

-----**EQUAL OPPORTUNITY EMPLOYER**-----

College for Social Innovation is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, veteran status, height, weight, or marital status in employment or the provision of services. National Service Alumni (i.e. Military, AmeriCorps, Peace Corps, etc.) are strongly encouraged to apply.