

February 2008 Journey: Opportunities and Jobs in the Community

FELLOWSHIP OPPORTUNITIES

City Hall Fellows

City Hall Fellows is looking for highly qualified applicants to fill its Inaugural Class of Fellows, starting in August 2008. City Hall Fellows' website, www.cityhallfellows.org, contains an overview of the program and information on how to apply. Application materials are available at www.cityhallfellows.org/Fellow.html. Applications are due February 29, 2008.

City Hall Fellows' goal is to connect the next generation of civic leaders with the opportunity to make significant change at the grassroots, local level of government. Each City Hall Fellow will spend one year in a prestigious, full-time position within city government. During 2008-2009, Fellows will be placed in Houston, Texas and San Francisco, California. This program was designed with the full support of Houston Mayor Bill White and the office of San Francisco Mayor Gavin Newsom.

We are looking for graduating seniors or recent college graduates who can demonstrate:

- Academic excellence;
- Leadership potential;
- Dedication to contributing to society, and
- An entrepreneurial spirit appropriate for participating in the very first year of an exciting new program.

In addition, preference will be given to applicants who have a demonstrated connection to either Houston or San Francisco.

The San Francisco Foundation Multicultural Fellowship Program

In an area with such a wealth of young talent, it is essential to cultivate the next generation of community leaders to reflect the diversity of our region. In our Multicultural Fellowship Program, we select young professionals of color with the promise and passion to create significant social change. By working in teams across the Foundation, fellows gain dynamic hands-on leadership experience to prepare them for future positions in the nonprofit, philanthropic, and public sectors.

The San Francisco Foundation's Multicultural Fellowship Program aims to increase diversity in the philanthropic and nonprofit sectors. The Program provides young professionals of color with challenging work experiences and leadership opportunities in the areas of grantmaking and community building. The Fellowship includes an intensive curriculum and dynamic hands-on professional experience.

2008 Fellowship Recruitment

The San Francisco Foundation is currently recruiting for the 2008-2010 Multicultural Fellowship Program. Designed as a two-year full-time program, the Multicultural Fellowship assists in the development of professionals in the nonprofit and public sectors. The Multicultural Fellowship Program provides professionals of color with challenging work experiences as a member of the Foundation's grantmaking program staff. There are also opportunities for community building in the Bay Area and to enhance the Fellows' professional development as future foundation, nonprofit, or public service leaders.

This year, the Fellowship Program is seeking one Fellow in each of the following program areas: Arts and Culture, Education, and Social Justice. The fellowship positions will commence in July 2008.

Background Information:

The San Francisco Foundation is organized into six program areas that have staff with specific subject matter expertise and experience with a variety of organizations. The entire program staff bring rich perspectives from different kinds of community work to the Foundation – including grantmaking, comprehensive community initiatives, neighborhood projects, technical assistance in organizational development, and public policy work on county, regional, statewide, and national levels.

The general qualifications for the Fellowship Program are: self-directed individual and team player, demonstrated interest in nonprofit or public service, and volunteer and/or work experience in one of the Foundation's specific program areas. Strong oral and written communication skills, analytical skills, ease in producing high-quality work in a high production environment, and computer/word processing skills, including Windows and Microsoft Word. Ability to multitask is a must. Historically, Fellows have five to 15 years of work experience. A Master's degree in a relevant area or equivalent research and analysis experience preferred.

Arts and Culture Program Fellow Qualifications: Knowledge of visual, performing, media, or literary arts. A background in the arts and nonprofit experience is important. An understanding of the issues facing arts organizations and individual artists is essential.

Education Program Fellow Qualifications: Knowledge of P-16 (preschool through college) issues with experience in public or charter school systems, childcare centers, youth development work, parent engagement, or school-community partnership programs is required. Knowledge of policy and research on education equity is desirable. Background in full-service community schools, learning supports, or complementary learning is especially welcome.

Social Justice Program Fellow Qualifications: Experience in community or youth organizing, voting and voting rights, civil rights, criminal or juvenile justice, legal services, and/or policy advocacy required. Experience working with immigrants/refugees, the LGBT community, foster youth, communities of color, and/or media highly desirable. Graduate education in public policy, social work, public health, law, nonprofit studies, political science, journalism, or the liberal arts.

Compensation: \$44,000-\$48,000

Application Deadline: Friday, February 29, 2008 (applications via email must be received by 5:30 p.m.; mailed applications must be postmarked by this date)

To apply applicants must include:

1. a résumé;
2. cover letter; and
3. responses to the Fellowship questions. Please include your name at the top of each page with your answers. The questions should be completed in essay form, one page per question maximum.

Please specify the program area to which you are applying.

Email your application to fellowship@sff.org or mail it to Fellowship Coordinator, The San Francisco Foundation, 225 Bush Street, Suite 500, San Francisco, CA 94104. Applications via email must be received by 5:30 p.m.; mailed applications must be postmarked by this date.

Please note: Applicants will only be considered if all three application items are received by the deadline. Submission of this information does not guarantee an interview. Applicants selected for an interview will be contacted by April 1st.

If you have questions regarding the Fellowship Program or the recruitment process, please contact Jamillah Washington-Weaver at 415.733.8557 or fellowship@sff.org.

INTERNSHIP OPPORTUNITY

Barbary Coast Consulting Internship

Barbary Coast Consulting is a full-service public affairs company based in San Francisco. Its diverse set of clients – for-profits, non-profits, government agencies, educational institutions, utilities, real estate interests, and technology companies – count on Barbary Coast Consulting to help them navigate the complex avenues of government relations, community outreach, messaging, political strategy, and media relations.

Working with our entire diverse team, the Intern will function as a Jane or Jack of all trades. This individual will apply their superb research, writing, organizational, and creative skills to meet the varied needs of Barbary Coast Consulting's clients. Exposure to city leaders, a fast-paced environment, real responsibility, and an overall great learning experience are assured.

Duties & Responsibilities:

- Monitor print and television media for relevant political or client-related news
- Contribute to the maintenance of SFUsualSuspects.com, Barbary Coast Consulting's San Francisco political news website
- Make periodic trips to City Hall and other locations to collect or deliver information pertaining to

Barbary Coast Consulting's client projects

- Organize and staff community meetings and public hearings as needed
- Conduct research related to local community organizations and their activities
- Maintain Barbary Coast Consulting's media contact database
- Accompany the firm's Executive Team and Project Managers to client meetings as appropriate

- Assist the Office Manager in performing other duties as needed

Qualifications:

A qualified candidate will be enrolled in a 2 or 4-year college and maintain an average GPA of 3.0. We also encourage recent graduates to apply. A focus on or interest in political science, public policy, or communications and a demonstrated commitment to San Francisco are highly desirable. To be considered for this position, candidates must be available 15 to 20 hours per week for a minimum of 12 weeks. Candidates reaching the interview phase will be given a writing test.

Compensation:

College credit (if you do a good job and handle the necessary paperwork, we'll sign it) and/or a stipend. Plus, a Muni FastPass and unlimited access to the company massage chair, espresso machine, and refrigerator.

Contact:

Please submit a resume and cover letter to Alexis Ward at ward@barcoast.com to be considered for this position. Resumes and cover letters in PDF format are preferred. In your communication, please also include your earliest available start date and class schedule along with an accounting of previous commitments (e.g. extracurricular involvement, vacations) that may interfere with your internship at Barbary Coast Consulting.

Applications will be reviewed on a rolling basis, with the process concluding upon the identification of a qualified candidate.

JOB OPPORTUNITIES

Full Court Press Communications PR Counselor

Description: Full Court Press Communications is growing & seeking to fill a PR Counselor position. We would benefit from your network of contacts to help us identify good candidates.

FCP provides public relations, public affairs and crisis counsel to companies, foundations and non-profits who want to use strategic communications to make social change. We are seeking a communications professional with 3-7 years of experience. A savvy sense of the media is essential as well as outstanding writing and communications skills. Strategic communications and public affairs experience a plus.

Creativity, team spirit, work ethic, and a sense of humor are also highly valued as well as second language skills. Full Court Press is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, creed, religion, gender, age, sexual orientation, disability, veteran status, or any other legally-protected characteristic.

Job Responsibilities:

- Manage all aspects of multiple client accounts.
- Write, edit, and direct persuasive and effective copy.

- Develop and retain media ties; create interest in client stories; identify distribution channels; coordinate distribution.
- Supervise staff in media relations, press events, and distribution.
- Provide communications trainings to clients, the community, and grantees.
- Develop and implement strategic, tactical work plans and communications plans.
- Generate new business through identification of new projects and clients.
- Oversee administrative activities and projects as assigned e.g. IT, software
- Mentor staff e.g. media relations, writing, and communications planning.

Please ask anyone you think might be interested to email a cover letter, resume, salary requirements, and writing sample to mdaar@fcpcommunications.com.

**See Jane Run
Director of Marketing and Events**

Description: See Jane Run Sports, the only full-service women's running retailer in the Bay Area, is looking for a qualified individual to manage all our marketing and Events in San Francisco, Oakland and Boise ID. Our running store is beloved by many and was voted one of the top running stores in the US two years in a row. We seek an individual who can thrive managing our many vital programs and still devote energy to adding more spectacular events.

See Jane Run is growing. We expect to double our size in 2008 with a goal of 60 stores in 5 years. We need a Director of Marketing who can grow this department from a 1 person show to a dynamic marketing arm of a large company in a short period of time. This job is unique and will be a wonderful challenge for the right person.

This position requires someone with AT LEAST 6 years experience in a full-time marketing and/or event management position. S/he must have event planning experience, preferably with road races, and be adept at building and maintaining the partnerships necessary to facilitate sports events like our See Jane Run 1/2 Marathon and Triathlon across many markets. Strong organizational, communication, writing and management skills are a must. Applicants must have strong computer and online marketing skills—e-mail marketing is an important part of this job. Applicants must be willing and able to travel.

The Marketing Director is also responsible for managing our training teams, events and clinics, orchestrating marketing campaigns, and attending running, cycling, triathlon and other sporting events on weekends to promote See Jane Run Sports.

Responsibilities:

- Develop and promote weekly events/programs at the store.
- Manage and promote the triathlon and marathon teams.
- Organize groups that help develop SJR as a resource center for female athletes in the Bay Area.

- Attend and manage weekend marketing expos for sporting events around the Bay Area.
- Manage triathlon and marathon training programs
- Race direct the See Jane Run triathlon and 1/2 marathon
- Contribute to newsletter and other online/print marketing campaigns

Requirements:

- 6+ years of event management, marketing and/or promotion experience or equivalent
- Professional and personal experience in sports and/or fitness.
- Boundless enthusiasm, friendless and approachability.

Web and E-commerce Manager

Description: This unique position combines technical web and database skills with business management in a retail and e-commerce environment. The e-commerce manager at See Jane Run is responsible for running all aspects of our e-commerce business including, but not limited to, uploading and managing online products using the ASPDOTNETSTOREFRONT.com application, uploading content, writing HTML and XML code, SEO, Google and Yahoo feeds, online merchandising, tracking online inventory, and managing the customer and e-commerce databases. This person is also responsible for working internally with the creative team to fulfill web marketing objectives and implementing these initiatives online.

The ideal candidate will have worked for another e-commerce site for at least 3 years and have a solid working knowledge that covers the following key job responsibilities.

Technical Responsibilities

- Manage all aspects of our e-commerce storefront (aspdotnetstorefront.com.)
- Manage all aspects of SEO for www.seejanerun.com.
- Manage all aspects of e-commerce content including pictures, item descriptions and inventory for www.seejanerun.com.
- Continually review web trends, consumer needs and make recommendations and implement as needed to stay current.
- Participate in web industry seminars and expos to help us better serve our customer online.
- Program in XML and SQL database
- Working knowledge of email marketing and list management applications and solutions
- Manage all aspects of Google and Yahoo product feeds.
- Comfortable with Adobe Illustrator and Photoshop.

Other Responsibilities

- Hire contractors when necessary.
- Communicate and coordinate with other departments, staff groups and customers.
- Ensure quality, delivery and budget objectives are met.
- Carry out responsibilities for the use of automated and computerized systems.

Minimum Requirements

- College degree and 5+ years overall work experience (2 years additional work experience in lieu of college degree).
- 3+ years proven web management experience but prefer specialty retail/regional chain store experience.
- Excellent organizational and project management skills.
- Programming with XML and HTML, SEO management, SQL databases.

- Working knowledge of Photoshop and Illustrator.
- Demonstrated ability to manage time and workload to meet tight deadlines.
- Demonstrated desire to be part of the sporting goods, recreational sports industry.
- Exceptional verbal and written communication skills. Must be fluent in English.
- Able to quickly learn new tasks, new technologies and develop feature functionality enhancements
- Reliable and have good work history.
- High energy, enthusiasm and motivated demeanor required.

**Palo Alto District Office of State Senator Joe Simitian
Field Representative**

Description: State Senator Joe Simitian was elected to the California State Senate in November 2004 to represent the 11th Senate District, which includes all or part of 13 cities in Santa Clara, San Mateo and Santa Cruz counties. Senator Simitian has district offices in Palo Alto and Santa Cruz. He is seeking a Field Representative who will be based in his Palo Alto office. The responsibilities of the Field Representative include:

- Serving as a liaison to and producing a quarterly newsletter for the nonprofit community
- Representing Senator Simitian at meetings with community groups, government officials, and constituents
- Building and maintaining relationships with local officials, community leaders, and general public throughout the district
- Coordinating Senator Simitian’s annual “There Oughta Be A Law Contest”
- Helping constituents to navigate state systems and processes
- Coordinating an internship program for high school and college students
- Working collaboratively with colleagues in the Capitol and district offices

Qualifications:

- Strong interpersonal, oral, and written communication skills
- Experience working in or with the nonprofit community
- Demonstrated interest in a range of policy issues
- Ability to work on multiple projects effectively and efficiently
- Equally adept at working independently and with a team
- Creativity, flexibility, and follow-through, with excellent organizational skills
- Ability to travel to meetings around the district and availability to attend evening and weekend events as needed
- Proficiency in Word, Excel, and database management

Salary: Commensurate with experience. Excellent benefits.

To apply for this position, email a cover letter and resume in the body of an email (no attachments, please) with “Field Representative Position” in the subject line of the email to: Senator.simitian@sen.ca.gov

Executive Assistant

Senator Simitian has district offices in Palo Alto and Santa Cruz. He is seeking an Executive Assistant who will be based in his Palo Alto office. The responsibilities of the Executive Assistant are to:

- Process all scheduling requests and manage Senator Simitian's district schedule
- Coordinate Senator Simitian's travel arrangements
- Organize and archive press clippings
- Help coordinate press outreach (e.g., draft press releases, maintain media lists, etc.)
- Assist at outreach events such as town halls, "sidewalk office hours," and informational hearings
- Work collaboratively with colleagues in the Capitol and district offices

Qualifications:

- Must be detail-oriented
- Ability to work on multiple projects effectively and efficiently
- Strong interpersonal, oral, and written communication skills
- Equally adept at working independently and with a team
- Creativity, flexibility, and follow-through, with excellent organizational skills
- Proficiency in Word, Excel, and database management

Salary: Commensurate with experience. Excellent benefits.

To apply for this position, email a cover letter and resume in the body of an email (no attachments, please) with "Executive Assistant Position" in the subject line of the email to: Senator.simitian@sen.ca.gov

Commongood Careers Founding Director, Bay Area Office

The Regional Director will be responsible for establishing and growing Commongood Careers' first expansion site by building-out a San Francisco team and infrastructure, while expanding the regional client base and ensuring that both nonprofits and jobseekers receive the highest levels of service excellence. The Regional Director must be entrepreneurial, self-reliant, and excited by the many challenges and opportunities of a start-up initiative.

Learn more at:

<http://www.cgcareers.org/findajob/viewjobs/jobdetail.php?id=000299>

Civic Education Project Spring & Summer Job Opportunities

Spend a week (or a month or two) this spring or summer helping young people discover how to make a difference in the world! The Civic Education Project (CEP), a leadership and citizenship program at Northwestern University, is NOW HIRING exceptional staff for our Spring & Summer 2008 service-learning programs.

Spring & Summer Programs

CEP offers weeklong field study programs for 9th-12th graders during the academic year, and intensive, three-week service-learning courses for 7th-12th graders during the summer. CEP programs explore complex social issues through academic study, meaningful service work, and meetings with community leaders, and help teach young people how to apply their skills and abilities to pressing social issues in their own communities. This year, CEP will offer programs in Chicago, Baltimore, Washington DC, New Orleans, New York, and San Francisco, covering a wide variety of topics, including poverty, homelessness, education, public health, law, politics, leadership, and social change.

Job Opportunities

We are looking for outstanding teachers from public and private schools and universities, service-learning practitioners, other education, youth development and nonprofit professionals, and graduate and undergraduate students. Instructional, residential, and administrative positions are available, ranging from one-week to eight-week sessions in the spring or summer. Staff generally receive a cash stipend, room and board, and training in service-learning and experiential education. However, the biggest payoff comes from the opportunity to work with bright, motivated students, build community with passionate, dynamic colleagues, and gain valuable experience educating young people about civic engagement and social responsibility.

How To Apply

To learn more about CEP programs and staff positions or to apply online, visit our website at: <http://www.ctd.northwestern.edu/cep/jobs>

Apply Now! Spring staff consideration has just begun, and summer staff consideration begins February 15, 2008. Applications are accepted at any time, but are reviewed on a rolling basis as they are received, so candidates are encouraged to apply early to ensure full consideration.

You can be part of creating "eye-opening", "mind-blowing", "life-changing" experiences for young student leaders.

Apply Now!

Katrina Weimholt
Assistant Program Director
Civic Education Project (CEP)
617 Dartmouth Place
Evanston IL 60208
(847)467-2572

cep@northwestern.edu
<http://www.ctd.northwestern.edu/cep>

Big Tent Design, Inc.
Marketing Communications Manager

Big Tent provides a free, secure online platform for community groups. From parents clubs, to PTAs, to alumni associations and neighborhood groups, we're where trusted groups connect online. We have a great technology solution to share with community groups across the country and we're looking for a creative, organized and energetic marketing communications professional to join us.

About the job: You'll manage several key marketing efforts, including our public webpage, blog, e-newsletter, ad program, and other creative efforts to spread Big Tent awareness. Your creativity and judgment will be largely responsible for driving group interest in Big Tent.

About you: The person we're looking for has 7+ years of experience in marketing and communications, a basic understanding of planning and implementing web-based marketing programs, and a passion for technology that strengthens communities. Also important are attention to detail, creativity, organization, self-motivation and a good sense of humor.

About us: We're a fun team based in San Francisco - we come from all walks of life and experiences. The culture at Big Tent is intense and fast-paced, but always open to amusement. Every day we can see the positive impact our efforts have on communities across the country.

If you're interested: please send your resume to laney@bigtent.com.

Jefferson Union High School District
Project PLAY Manager

INTRODUCTION

The Daly City Youth Health Center is a school-linked program of the Jefferson Union High School District. The Center provides free, confidential and culturally sensitive primary medical care, mental health counseling, health education, vocational counseling and mentoring to adolescents aged 13-21 years of age. Students enrolled in the district and any other teens living within the district's boundaries, whether in school or not, may use these services. The Health Center is located off-campus in the heart of Daly City in order to be accessible to all teens. The Health Center was established in 1990 and was the first teen health center in San Mateo County. Project PLAY (Peer Leadership Alternatives for Youth) is the Health Center's teen pregnancy prevention program and has three main initiatives: (1) comprehensive sexuality education; (2) peer health education training; and (3) mentoring program. Project PLAY was established in 1996.

REQUIRED QUALIFICATIONS

- Bachelors or masters degree in psychology, social work, education, public health, or related field OR experience in administering school, health, or community education projects, school-based or school-linked health centers, volunteer coordination, peer or mentoring programs.

- Experience working with at-risk adolescents of multi-ethnic backgrounds in school settings or in agencies providing similar services.
- Knowledge of sexual/reproductive health, STIs and HIV/AIDS, teen pregnancy and related health and educational issues, and youth development.
- Experience in program and budget management, grant writing and reporting, and staff supervision.
- Very well organized and efficient, good communication skills, and ability to work well with people in a variety of work settings.

DESIRED QUALIFICATIONS

- Innovative, in particular to current growth and ideas around using technology /internet for education and outreach.
- Ability to lead a team of independent thinkers.
- Progressive on teen sexual health issues and youth empowerment.

BRIEF DESCRIPTION OF POSITION

Under the direction of the Director of the Daly City Youth Health Center, the Program Manager coordinates specific activities outlined in the project description or grant.

SPECIFIC SERVICES AND RESPONSIBILITIES FOR THE COMMUNITY CHALLENGE GRANT - PROJECT PLAY

- coordinate PROJECT PLAY program including implementation and evaluation activities.
- supervise program staff.
- participate in staff hiring.
- schedule and coordinate meetings of oversight committee and staff.
- coordinate with program staff, trainings of peers, mentors and health education teachers.
- oversee mentoring and peer components.
- monitor program budget.
- serve as liaison between schools, DCYHC, other project staff and collaborative agencies.
- prepare grant reports.
- assist in obtaining additional resources as needed for the project.

Salary

\$41,683-\$54,413/yr DOE (based on 40 hour week and 52 week year)

Benefits

Provided for any employee working over 3 3/4 hours per day.

Application Information

Fax, mail or email resume, cover letter and 1-2 page writing sample to:

Barbara Raboy, MPH, Director

Daly City Youth Health Center

2780 Junipero Serra Blvd.

Daly City CA 94015

fax: 650-985-7019

email: braboy@co.sanmateo.ca.us

Position to begin on April 1, 2008, but will remain open until filled. Length of employment is dependent on availability of grant funds.

**Mason Tillman Associates, Ltd.
Statistician – Staff or Consultant**

Mason Tillman Associates, Ltd., a national leader in research and marketing, is seeking staff members to join our diverse team of lawyers, social scientists, communications specialists, and statisticians. The firm is a minority, woman-owned business staffed by a multi-ethnic team of motivated men and women. Mason Tillman specializes in public policy research, public relations, and community outreach programs. Mason Tillman's clients include federal, state, and local governments, and major corporations. Our office, located in downtown Oakland in the Lake Merritt Plaza Building, is easily accessible from the 19th Street BART station.

EDUCATION AND EXPERIENCE

Masters or Ph.D. degree in mathematics or statistics.

Advanced knowledge of *Microsoft Access and Microsoft Excel*.

- Knowledge of SPSS, SAS, STATA or other statistical software packages.
- Three years of experience with complex multivariate statistical data analysis.
- Demonstrated ability to meet deadlines and manage multiple tasks.

DUTIES

Candidate will have responsibility for planning and coordinating data collection, data cleaning, and statistical analysis. Other responsibilities include database development using VBA, survey design, and report writing.

Project Administrator

EDUCATION AND EXPERIENCE

- Graduate degree in business, social sciences, law, humanities, or related field.
- Knowledge of affirmative action programs and regulations.
- Demonstrated ability to meet tight deadlines, manage projects and motivate diverse cross-functional teams.
- Flexible and amenable to adapting quickly to changing project requirements.
- Intermediate knowledge of Microsoft Word, Excel, and Corel WordPerfect.

DUTIES

The Project Administrator will work directly with the Project Manager. Responsibilities include project supervision, interviews, data analysis and report writing. Project Administrators are expected to work constructively with staff on a project team and represent the company with corporate and government clients.

Project Manager

EDUCATION AND EXPERIENCE

- Graduate degree in liberal arts or a professional degree in law or business.
- At least five years of work experience must be in a management position.
- Demonstrated ability to meet tight deadlines, manage multiple projects and motivate a diverse cross-functional teams.
- Amenable to adapting quickly and smoothly to changing project requirements.
- Knowledge of affirmative action employment, business laws and regulations.
- Intermediate knowledge of Microsoft Word, Excel, and Corel WordPerfect.

DUTIES

Candidate will manage project teams. Candidate is expected to direct the project staff and handle client communication with corporate executives and governmental officials. Qualitative data analysis and report writing are routine components of the position. Participation in business development activities under the direction of the marketing manager is also required.

Bookkeeper/Accountant

EDUCATION AND EXPERIENCE

- Knowledge of computerized accounting and spreadsheet applications
- Report directly to the President but possesses the ability to work independently
- Demonstrated ability to identify and respond to client needs

- ☐ Excellent interpersonal and writing skills
- ☐ Knowledge of Quick Books Pro and Microsoft Excel are required.
- ☐ Corel WordPerfect and Microsoft Office Suite are basic skills for this position.

DUTIES

This position will be responsible for ensuring timely preparation of financial reports, and handling accounts payable and accounts receivable. Additional tasks include preparing cost reports and performing other accounting tasks as assigned by management.

Please forward resume and salary requirements to:

Mason Tillman Associates, Ltd.

<http://www.mtaltd.com/>

E-mail: jobs@mtaltd.com

Comprehensive Benefits Plan

H1B VISA Sponsorship is an Option

Mason Tillman Associates is an Equal Opportunity Employer

Building With Books

Vice President – San Francisco Bay Area

Position Summary:
 The Vice President – San Francisco Bay Area is a senior level position and part of BwB’s Senior National Leadership Team. While focusing on implementing a regional funding model in the Bay Area, this position also involves working with the CEO on strategic growth initiatives. It affords the opportunity to have input into all areas of BwB’s programs and offers international travel to BwB project sites in Africa, Asia and Central America. It’s an exciting time at BwB and we’re looking for great people to join our team in “changing lives for good!”

Reports to: Chief Operating Officer

Salary: Open

Type: Full-time – Experienced

Start Date: Immediately

In line with BwB’s regional funding model this position is responsible for raising funds to:

- § Support BwB’s after-school programs in the Bay Area
- § Fund a portion of school construction and literacy programs in developing countries
- § Contribute proportionally to a five-year growth reserve

Duties and Responsibilities:

- § Lead and expand the Bay Area regional board to achieve funding objectives
- § Build a funding campaign around the regional board and Bay Area resource champions
- § Solicit and confirm five-year growth investors from all revenue streams
- § Increase regional and national awareness of BwB
- § Participate in Senior Leadership Team planning sessions and recommend growth objectives to the CEO and COO

- § Manage all regional special events (one large-scale dinner per year)
- § Oversee the regional Individual Giving and Corporate Giving programs

General Qualifications:

- Consistent with BwB's core values and mission statement, the candidate must demonstrate an enthusiasm and appreciation for BwB's program focus
- Strong presentation, persuasion, oral, and written communication skills
- Strong management experience and people skills
- Highly self-motivated, possessing strong organization skills
- Able to adapt to a flexible, fast-paced and dynamic work environment
- Team player with positive attitude is a must

Fund raising Qualifications:

- Minimum of six years direct fundraising experience with proven results
- In depth knowledge of the Bay Area's philanthropic community
- Bachelor degree required

About Building with Books:

BwB is a not-for-profit organization that engages primarily urban youth through after-school programs as well as in their classrooms. BwB integrates global education presentations into social studies classes and BwB's after-school programs enable students to perform extraordinary community service projects in the U.S. while helping to build schools in developing countries around the world.

In the past year, BwB students in the U.S. contributed nearly 95,000 hours of intensive service and touched the lives of more than 150,000 elders, homeless, disabled, and young children. These same students help to build schools in remote villages in developing countries. Through BwB, villagers invested nearly 500,000 volunteer workdays in building 242 schools on four continents, since 1992. Today there are more than 105,000 children and parents that have attended BwB schools worldwide. BwB programs are proven; villagers are becoming literate and 97% of the students we work with in the U.S. are now in college!

BwB seeks individuals of all ethnic and racial backgrounds to apply for the position.

Contact:

Fax or email a letter of interest, resume, and salary history to:

Donnel Graham, Human Resources Assistant

Email: donnel.graham@buildingwithbooks.org

Fax: 203.961.5087

www.buildingwithbooks.org