



## POSITION ANNOUNCEMENT

**Title:** Director of Special Projects & Board Strategy  
**Office:** National Headquarters  
**Location:** Boston, MA

### ORGANIZATION DESCRIPTION:

Founded in 2000, 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 credit and corporate internships.

In our tenth year of operation, Year Up will serve more than 1,000 students per year across six sites in Boston, Providence, Washington, D.C., New York City, San Francisco and Atlanta, and expects to open the Chicago site in the summer of 2010. Year Up continues to be recognized as a non-profit leader; we have received numerous awards, including Fast Company Magazine's Social Capitalist Award for innovative business model and social impact in 2005, 2007 and 2008. In 2009, when 75% of non-profits either did not grow or remained flat, Year Up grew its revenue by 23%, enabling us to increase the number of students served by 56% each year since our founding. Much of our success is attributed to our talented and committed staff. Please see [www.yearup.org](http://www.yearup.org) for more information about our program.

### POSITION OVERVIEW:

Year Up is excited to announce the opening of the Director of Special Projects & Board Strategy position to work with our founder & CEO on a range of important initiatives and overall board management. Reporting directly to the CEO, this individual will serve as the CEO's key resource for driving execution on strategic projects that arise on a regular and ad hoc basis. The individual will also serve as the primary point of contact for Year Up's national board, ensuring our governance bodies are supported and aligned with Year Up's daily work. In keeping with Year Up's values, the candidate will interact with students as a mentor and group facilitator, participating in creating and sustaining a positive educational environment with trust among students, instructors and other staff.

The successful candidate for this position is relationship-oriented, a fast learner, a strategic thinker, resourceful, detail-oriented, self-directed, culturally competent and proactive. S/he must be flexible to work in a fast-paced, highly interactive and diverse environment.

### KEY RESPONSIBILITIES:

#### Special Projects for the CEO (~60%)

- Enthusiastically drive forward discrete and ongoing projects as assigned by the CEO. Assignments will range from big-picture strategy to important details. Sample projects may include:
  - Revamping the metrics dashboard Year Up uses to manage organizational performance
  - Creating an overview of the relevant policy landscape to identify opportunities to influence public policy
  - Performing market analysis to benchmark against other top-performing non-profits
  - Fine-tuning the valuation model for pricing internships
  - Serving as project manager for interactions with outside consultants
  - Working with the CEO on expansion of Year Up to new markets
- Assign ownership and delegate tasks for special projects related to CEO needs, leveraging influence and people skills for communicating responsibilities to others
- Play critical role in pushing CEO agenda forward and tracking priorities, including saying "no" when appropriate
- Handle high-touch and/or confidential matters with external and internal stakeholders

#### Board Liaison (~20%)

- Build and nurture critical relationships with our key stakeholders in conjunction with the CEO

- Help guide the recruitment, on-boarding and engagement of National board members (and materials related to this process)
- Ensure quarterly board meetings run efficiently and effectively
  - Own and guide the direction and accountability of board committees
  - Drive the formulation of the agenda with the CEO and own the logistics, material compilation and dashboard production for quarterly board meetings
  - Take responsibility for assigning appropriate follow up actions
- Drive forward efforts related to our governance bodies
  - Project manage evolving efforts related to Year Up governance strategies (e.g., role definition for national and local boards) and drive the development of committees and their charters
- Plan annual governance summit
  - Design, plan, implement and follow through on an annual governance summit for all national and local board members
  - Utilize strategies of influence and dotted line management to oversee an internal team of “volunteers” to get work done

#### **Senior Team Support (~5%)**

- Participate in and help shape agendas for weekly strategy meetings with Year Up executives
- Work closely with the COO and the senior executive team to ensure alignment across roles that directly leverage our CEO

#### **Year Up Citizen (~15 %)**

- Fully participate in Learning Communities and/or as a student advisor/mentor as appropriate
- Live the values of Year Up and integrate them into one’s work on a daily basis
- Serve as a national team member supporting all sites
- As – in some ways – an extension of the CEO, develop relationships with staff members across the organization and develop strategies for regular communication

#### **QUALIFICATIONS:**

- A passion for working with urban young adults, an unshakable belief in their potential and a strong commitment to the mission of Year Up
- Understanding the Opportunity Divide and its drivers
- Commitment to diversity and inclusion
- 5+ years of proven track record in strategy, planning, organizing and managing people and projects requiring collaboration with and support of multiple stakeholders
- Demonstrated experience working with diverse teams, embracing and engaging diverse groups of people and an understanding of the importance of cultural competency in these interactions
- Entrepreneurial mindset to continually build and improve systems
- Excitement for taking on any task and ability to articulate how that task fits into a bigger, very exciting whole
- Outstanding interpersonal and communication skills and ability to lead by influence
- Excellent project management skills
- Strong analytical skills
- Ability to make firm, executive-level decisions in a dynamic and fast-paced environment
- Experience leading and managing teams with shared responsibility for outcomes while demonstrating a flexible and adaptable work style
- Demonstrated success creating and managing budgets in a resource-constrained environment
- BS or BA required; master’s degree strongly preferred

Salary is commensurate with education and experience.

#### **TO APPLY:**

E-mail a resume and thoughtful cover letter stating how your skills and experience matches the qualifications of this position to **Mirosia Kishenyuk** at [mkishenyuk@yearup.org](mailto:mkishenyuk@yearup.org). Please title the email “Director of Special Projects & Board Strategy” and include how you heard about the position. No phone calls, please.

Deadline to apply is February 16<sup>th</sup>, 2010. Interviews begin January 4<sup>th</sup>, 2010. Decision will be made by March 15<sup>th</sup>, 2010.

*Year Up is an equal opportunity employer.*