



## Position Description

**Year Up**

**Executive Director, Seattle**

### Organization

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

Year Up is seeking an Executive Director to lay the groundwork, launch and scale Year Up's next expansion site in Seattle, Washington. Reporting directly to the National Site Director in our National office, the Executive Director will establish and grow this new site 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 Seattle, 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.

#### 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

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

### 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 Seattle, 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 working with urban young adults and an unshakable belief in their potential and a strong commitment to the mission of Year Up
- Commitment to professional development and mentoring
- Understanding the Opportunity Divide and its drivers with a commitment to diversity and inclusion
- 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. In Word format, please email a resume and thoughtful cover letter, stating the skills/experience you have that match the qualifications of this position, why you are interested in the position and how you heard about it to [yearupseattle@bridgespan.org](mailto:yearupseattle@bridgespan.org). Please title the e-mail "Executive Director, Seattle".

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.