

**A Stepping Stone Foundation
Assistant Director**

About A Stepping Stone Foundation: Founded in 1989, A Stepping Stone Foundation (ASSF) has had the honor of serving over 4,000 low-income adults, children, and families through our Literacy Elevates Arizona Families (LEAF) Program and higher and postsecondary initiatives. In 2000, ASSF began a post-secondary scholarship program for former preschoolers and has awarded more than \$250,000 to 154 unique students.

About this position: ASSF is seeking an exceptional and motivated candidate(s) to serve as a full-time Assistant Director. Under the direction of the Executive Director, the Assistant Director will work to develop and foster lasting relationships with diverse communities and cultivate and manage relationships with multiple stakeholders to further serve our community. The responsibilities of this position are in alignment with ASSF's mission and financial objectives. The Assistant Director may perform other duties as assigned that are related to the position and working some evenings and weekends are expected.

KEY DUTIES AND RESPONSIBILITIES

Program oversight:

1. Assure that the organization has a long-range strategy that achieves its mission that makes consistent and timely progress.
2. Provide leadership in developing and executing higher and postsecondary education initiatives (e.g., Stepping Into College workshops, Billie Gannaway Memorial Scholarship Program, Rev. William O. Smith Memorial Scholarships, and Interns) and community-based initiatives (e.g., holiday program).
3. Promote and encourage participation by volunteers.
4. Maintain a working knowledge of significant developments and trends in the field.
5. Ability to establish and maintain effective working relationships with parents, teachers, students, administration, and other interested parties.
6. Experience in change management, including skills in preparing and supporting individuals through the successful adoption of change. This also includes the ability to rapidly adapt and effectively utilize new technology, practices, policies, and methods.
7. Ability to travel to local classrooms on a regular basis.
8. Ability to establish and maintain effective working relationships with parents, teachers, students, administration, donors, volunteers, and other shareholders.
9. Experience serving a diverse student population.

Administrative:

1. Maintain official records and documents, and ensure compliance with federal, state, and local regulations. Ensure charitable and non-profit status is maintained.
2. Coordinate the use of ASSF facilities and serve as a liaison to ASSF office host, Varitec, should the Executive Director not be available.
3. Support preparation for board meetings.
4. Participate in standing committees as needed.
5. Assist with maintenance of income and expenses tracking, and any budget amendments to the board.
6. Attend and/or present to the Governing Board when requested.

Fundraising:

1. Experience fundraising and proven background of success.
2. Create an annual fundraising strategy and plan.
3. Experience developing and submitting grant proposals and manage their implementation and reporting.
4. Plan and implement fundraising events and activities.

5. Create and coordinate donor acknowledgment and strategy.
6. Create and steward an Individual Donor Development including monthly donors, major gifts, and planned giving.

Communication:

1. Publicize the activities of the organization, its programs, and goals.
2. Coordinate the website contents and social media.
3. Establish sound working relationships and cooperative arrangements with community groups and organizations.
4. Create newsletter content, production, and distribution.
5. Represent the programs and point of view of the organization to agencies, organizations, and the general public.
6. Update promotional materials as needed.
7. Write and appropriately distribute annual reports.

People and Culture:

1. Encourage paid and volunteer staff in their ongoing development, and education needs. Assist program staff in relating their specialized work to the organization.
2. Maintain a climate that attracts, keeps, and motivates a diverse staff of top-quality paid and volunteer staff.

Qualifications:

1. Bachelor's degree in a related field, AND five (5) years experience in one or both of the following: nonprofit or PreK-12 education teaching or administration; OR, any equivalent combination of education and/or experience from which comparable knowledge, skills, and abilities have been achieved. **NOTE:** What is the meaning of "equivalent combination" in the minimum qualifications? It means one year of higher education or 24 credit hours, is equal to one year of experience. For example, a four-year Bachelor's degree is equal to four years of experience.
2. Knowledge of early childhood education and parent support.
3. Bilingual in English and Spanish preferred.
4. Experience working with multiple, diverse stakeholders.
5. Experience working in the nonprofit sector and with nonprofit boards.
6. Excellent writing skills, organization, and prioritization skills.
7. Excellent proficiency with MS Office applications.

Background Check Statement:

A Stepping Stone Foundation conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon the successful passing of the background and fingerprint checks.

Compensation Package: \$50,000 - \$60,000 per year; DOE. Includes medical, dental, eye insurance. Includes vacation and sick time. This position is eligible to participate in the 401k program.

Instructions to Apply

A resume and cover letter should clearly illustrate how prior knowledge and experience meet the qualifications of this position. Your resume should include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties, and name of employer for each position. Please submit your cover letter and resume to search@geronimoconsulting.org. Open until filled; the first review of applicants will begin the week of April 12, 2021.