



**GENERATION CITIZEN
EXECUTIVE DIRECTOR, CALIFORNIA
LOCATION: OAKLAND, CA**

ABOUT GENERATION CITIZEN:

Generation Citizen is transforming how civics education is taught by bringing the subject to life. We champion real-world democracy education that equips all young people with the skills and knowledge needed to effect change. To ensure that our democracy represents the voices of all people, we prioritize working with students from communities that have been historically excluded from the political process. In the classroom, our Action Civics program inspires robust civic participation by inviting students to engage directly with the local issues and institutions impacting their communities. We provide thought leadership, conduct research, and build coalitions to advocate for state and district level policies that ensure schools prioritize Action Civics. Nationwide, Generation Citizen is activating a movement of young people prepared to lead in our democracy.

Generation Citizen is nearing our 10th year of operations, serving more than 60,000 students since our founding and on track to serve more than 25,000 next academic year.

ABOUT THE ROLE:

The Executive Director will be a trail-blazer who will lead the California site, headquartered in Oakland. They will help us grow the resources the program needs to be successful, manage a local team of three, serve as the spokesperson and face of Generation Citizen in the Bay Area, lead the local Board, and ensure that our program continually improves quality and impact. The new Executive Director will partner closely with our national and local staff, local Board, and current and new school partners in shaping the vision and implementation of GC's growth across the state.

We are looking for someone who thrives managing in rapidly changing environments, is a self-starter, constant and collaborative learner, and is excited to make the state a catalyst for successful action civics programming and policy, as well as an example for the rest of the country.

RESPONSIBILITIES:

Fundraising and Network Development

The Executive Director will lead and implement GC's development strategy in the Bay Area by:

- Fostering an internal and external culture of philanthropy
- Commitment to strengths-based storytelling and elevating youth voice
- Building strong relationships with existing donors and continuing to grow and expand a diversified funding strategy, including major donors, foundations, corporations and earned income, to meet the annual fundraising goal of \$418K in the first year and enable sustained growth over time in alignment with the strategic plan



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- Strategically engaging new individual, foundation, and corporate funding sources
 - Building trust and partner with board chairs to effectively engage the Bay Area Board and Associate Board (comprised of young professionals) in supporting regional priorities, including program growth, fundraising, and local advocacy efforts
 - Providing fiscal oversight and managing the site budget

Strategy, Outreach, and Leadership

The Executive Director will lead strategy and growth for the site by:

- Developing and refining a new California wide strategy, in alignment with an organization-wide strategic planning process this year
- Serving as the external face of GC throughout the state by building and intentionally growing relationships with community partners, school districts, elected officials, the philanthropic community, and media
- Managing and developing staff, currently a Program Director and Program Manager, to achieve quarterly and annual goals for fundraising, advocacy, and the program
- Elevating the Diversity, Equity and Inclusion lens in fundraising and coaching
- Serving as a member of the organizational Leadership Team, guiding overall organizational decision-making, strategy, and culture.

Leading Policy and Advocacy Efforts for Action Civics

The Executive Director will lead policy initiatives throughout the state by:

- Strategically developing and participating in coalitions and partnerships with other local individuals, groups, and organizations to elevate the importance, presence, and quality of action civics in California
- Engaging in advocacy and/or policy work to support legislation and educational standards that create opportunities and resources for more districts to engage in action civics in partnership with our national policy and advocacy team
- Leading GC's engagement with CA campaigns to lower the voting age to 16, with a particular focus on a likely ballot initiative in San Francisco in 2020
- Articulating the importance and impact of Action Civics education through public, equity-focused messaging in op-eds, interviews, conference presentations, participation in panels, and other relevant communication mediums
- Expanding the ecosystem of stakeholders in CA that support Action Civics beyond civics education providers, focusing on authentic relationship-building with youth organizers, education justice organizations, racial equity networks, and the wider civic engagement community
- Develop a full site culture of policy and advocacy by engaging the local board, students, teachers, and program staff in opportunities to understand and participate in advocacy efforts to expand access to Action Civics

THE FOLLOWING IS LIKELY TRUE OF OUR EXECUTIVE DIRECTOR'S EXPERIENCE:



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- 5+ years of non-profit development experience showing progressive responsibility and success, with a specific successful track record cultivating major donors and meeting fundraising goals
 - Experience in building strong intentional relationships and maintaining a varied portfolio of donors
 - Leadership experience supervising, managing, and training others
 - Experience in the field of education or in working directly with youth
 - Passion for policy and advocacy with an equity-centered focus
 - Demonstrated capacity to build or effectively participate in coalitions with a clear, policy objective
 - A strong, established network of relationships with local philanthropists, elected officials, and educators in California.
 - Strong knowledge of California's philanthropic, education, and policy landscape

MINIMUM REQUIREMENTS PREFERRED:

- B.A. or B.S. degree, or equivalent experience
- Based in the Bay Area with an ability to commute to our office near Oakland's 12th Street BART station
- Ability to travel to various funder meetings and events across California
- Willingness to work evenings and weekends for special events and projects

PERSONAL CHARACTERISTICS & NECESSARY COMPETENCIES:

- A deep commitment to and passion for Generation Citizen's mission
- A professional track record and personal commitment to diversity, equity, and inclusion
- An inspiring leader, strong relationship-builder, empathetic listener, and excellent manager
- An intentional giver and excited receiver of direct and supportive feedback in order to connect to, engage, and inspire staff in all tiers of the organization towards outcomes, as well as for personal growth
- Highly collaborative spirit, with a strong ability to project manage and get things done (individually and with others) in a fast-paced, dynamic environment
- Strong ownership of personal work, as well as team outcomes
- Powerful written and oral communication skills and the ability to maintain professionalism with diverse stakeholders

OUR COMMITMENT TO DIVERSITY IN HIRING:

Generation Citizen is an equal opportunity employer and places a high value in creating a workforce that reflects the diversity of the communities we serve. Generation Citizen does not discriminate against any employee or applicant for employment because of race, color, ethnicity, religion, gender, sexual orientation, gender identity or expression, national origin, disability, age, marital status, military status, pregnancy, or parenthood. We believe diverse teams are effective teams, and that innovation is only possible when a set of diverse experiences and perspectives are at the table. We were founded by a college student almost 10 years ago, and we're a team of educators, advocates, and youth organizers. What does this mean? We have an inherent appreciation for the "non-



traditionals”, untapped potential, and the diamonds in the rough. We have flexibility around formal education, and our minimum requirements are preferred but not mandatory. We are willing to train a passionate, learning-oriented person with a history of getting results, even if that history is different from the exact descriptors of what they’ll be doing within the role.

WHAT WE OFFER:

Generation Citizen offers a competitive salary commensurate with both soft and hard experience, with the potential for annual performance based raises. We offer a comprehensive benefits plan, covering the majority of the employee premium for all medical plan options. Other benefits include dental and vision plans, disability, life insurance, parenting benefits, flexible spending account options, generous vacation time plus a winter break between December 24 and January 2 of each year, commuter benefits, and a 401(k).

At Generation Citizen, we believe each of us has the capacity to make a difference within our communities. Our hope for a better democracy, and brighter future for all, fuels our commitment to seek systems-level responses and solutions to present challenges. We invite collective inquiry, experimentation, failure, and resilience to inspire inventive outcomes, learning, and growth. We strive for an inclusive work environment where employees are encouraged to bring their whole selves to work every day, and work to create a collaborative, fun team of colleagues driven by our [big mission](#) and equipped with our [core values](#).

HOW TO APPLY:

Complete [the application](#) and be sure to attach a resume and cover letter. The hiring manager will reach out to qualified candidates to schedule a phone screen. Due to the expected volume of applications, **GC team members will not be available to reply directly to inquiries about the position or the status of your application.**

While the hiring timeline is subject to change, the GC team hopes to have the Executive Director role in California filled by **November 1**. We encourage applicants to submit their applications early.