

**INTERESTED CANDIDATES:** Please send resume to hiring manager Rebecca Lindsay-Ryan at [rryan@bigshouldersfund.org](mailto:rryan@bigshouldersfund.org)



Job Title:	<i>Managing Director, School Success</i>
Reports to:	<i>Chief Schools Officer</i>
Date:	<i>Spring 2024</i>

### **BIG SHOULDERS FUND**

Big Shoulders Fund is an independent tax-exempt charitable organization that provides support to schools with demonstrated need which provide a quality, values-based education for children. We serve 25,000 students and 92 schools in the Chicago and Northwest Indiana regions. Each school is a vital community-based organization and an anchor to its surrounding neighborhoods.

For thirty-seven years, Big Shoulders Fund has helped Chicago's children achieve their dreams through access to high quality education. Of the 25,000 students we serve, 83% identify as people of color and 69% reside in low-income households. We expand access and outcomes by investing more than \$40 million annually in scholarship support and enrichment programming for students; operational improvements for schools; cultivation of talent pipelines for school personnel from new teachers through veteran principals; and professional development and support for educators and leaders – all with the goal of not just strengthening schools, but whole communities, while preparing students for life-long success. To that end, 80% of scholars matriculate to college and students earn a degree at two times the national average. Latino and Black scholars graduate at three-times and four-times their counterparts, respectively, and graduates go on to vote, contribute, and participate at greater rates than local and national outcomes.

In 2019, Big Shoulders Fund began an exciting new chapter in Northwest Indiana by making a long-term commitment to The Region. Since then, we have worked to bring our unique approach to building the capacity of local school communities to best serve students and families of Northwest Indiana, with special focus on areas of greatest need: Gary, Hammond and East Chicago. The long-term goals of our efforts include elevating the quality of values-based schools in Northwest Indiana through: academic investments, instructional and data coaching; marketing and outreach efforts; and enrichment and summer programs to expand opportunities for students. **While some roles on our staff focus exclusively on Northwest Indiana, all Big Shoulders Fund team members contribute to the success of our work in The Region.**

Big Shoulders Fund has earned a four-star rating from Charity Navigator, America's largest evaluator of nonprofits, for 17 consecutive years, a distinction held by less than one percent of nonprofit organizations nationally.

## **POSITION OVERVIEW**

While serving 92 network schools broadly, Big Shoulders Fund provides specialized resources and concentrated support to a sub-group of schools through the Big Shoulders Fund *Plus* Initiative. This initiative is a strategic operation within the organization, launched to help ensure 35+ Catholic schools can continue to provide their educational mission in the communities they have served for decades.

Big Shoulders Fund has been the predominant external donor to these schools for many years, and the mission that these schools represent in many ways describes the organizing force that created Big Shoulders Fund in the first place: to ensure that working class families in communities across the City of Chicago continue to have access to schools that meet their children's academic, social and spiritual needs.

Under an agreement with the Archdiocese of Chicago, Big Shoulders Fund has taken on an increasingly active role in helping schools to set and achieve academic and operational goals that are focused on better serving their communities, while ensuring the long-term viability of each school amidst significant challenges, including financial and structural/operational challenges. In addition, Big Shoulders Fund has assumed the majority of operational funding needs for these schools while they continue to be operated by the Archdiocese of Chicago, staffed by its employees and held to its policies.

This effort, which is hands-on and collaborative, employs cross-functional teams with expertise in academics, recruitment, development, finances, and more, to support schools with their myriad needs in serving students. The *Managing Director, School Success* will play a critical role in enabling the success of *Plus* schools and their leaders.

## **ESSENTIAL JOB FUNCTIONS (PLEASE NOTE: THIS LIST MAY EVOLVE AND CHANGE OVER TIME)**

- Act as the Big Shoulders Fund representative to a portfolio of assigned schools, with primary emphasis on the Big Shoulders Fund *Plus* Schools.
- Partner with principals and members of each school's leadership team, as well as members of the Big Shoulders Fund team and the Archdiocese of Chicago, to create and oversee improvement plans which will lead to the viability and success of schools. Plans will include focus on:
  - Academic outcomes
  - Enrollment and marketing
  - School culture and climate
  - Tuition collection
  - External funding and local fundraising
  - Financial management and diminishment of operating deficits
  - Facilities oversight and improvement
- Provide timely, tailored and targeted support that enables each principal and school leadership team to bring about the immediate and long-term success of their school.
- Build and maintain relationships with key stakeholders (including donors, community leaders, staff of the Archdiocese of Chicago and other constituents) whose partnership will ensure the success of school improvement plans.
- Review and implement usage of school-specific funds in coordination with school leaders and the Big Shoulders Fund development team as needed.

- Partner with members of the Big Shoulders Fund team to reflect upon and apply best practices and “lessons learned” to schools receiving support from our programs, and to advance the overall work within an increasingly large portfolio of schools.
- Complete other responsibilities as defined by the *Chief Schools Officer*.

#### **ADDITIONAL EXPECTATIONS**

- Serve as a member of Big Shoulders Fund’s Leadership Team.
- Demonstrate strength and skill in working with teachers, principals, students, and families from diverse cultural, economic, and ability backgrounds.
- Attend and support the facilitation of fundraising events, service days, and other programs in Chicago and Northwest Indiana that further the mission of Big Shoulders Fund through its outreach to donors and schools as needed.
- Work cooperatively with Big Shoulders Fund staff in Chicago and Northwest Indiana, and perform other duties as assigned.
- NOTE: This role requires availability to work some evenings and weekends for Big Shoulders Fund events.

#### **QUALITIES OF THE CANDIDATE WE SEEK**

- Bachelor’s degree required, master’s degree a plus
- 10+ years of professional experience
- 5+ years of experience effectively managing others toward ambitious goals
- Experience overseeing schools, school systems, enrollment management, and/or professional learning
- Knowledge of basic school accounting and finance principles, especially within the private school context a plus
- Ability to deal with issues as they arise, identify and pursue opportunities to address those issues, and course correct plans over time with focus on problem-solving
- Exceptional organizational and time management skills; ability to set priorities among competing activities
- Strength in establishing and maintaining cooperative and effective working relationships with others
- Excellent written and interpersonal communication skills
- High degree of responsibility, initiative, and professionalism
- Attention to detail and strong analytical skills
- Cultural sensitivity and ability to work collaboratively with diverse groups of people
- Commitment to and passion for improving access to high-quality, values-based education options for all children
- Highly motivated and adaptable with a strong work ethic; operate with honesty, integrity, and a positive attitude
- Ability to work some weekends and evenings for Big Shoulders Fund events

**NOTE:** *This job description is not intended to be all-inclusive. Employees may perform other related duties to meet the ongoing needs of the organization and the students/schools it serves.*

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