



Deputy Director

About the Berkeley Community Scholars

Berkeley Community Scholars focuses on supporting youth who have been educated at one of the Berkeley public high schools. As it was formerly known, Berkeley Community Fund was focused on social and economic justice issues and the common good of the community. BCF awarded grants to people and organizations who were doing that work. In 2007, the organization narrowed its focus to exclusively provide scholarships and services on students who wished to pursue a college degree. It was determined that the youth served would come from the following:

Living in the lowest economic quartile, be the first in their family to attend/earn a degree and identify with a group that was underrepresented in college degree attainment. Through our program, we work with Berkeley High alums attending community college and bachelor degree institutions across the United States. Scholars receive up to \$16,000 paid directly to them during their undergraduate experience.

Our goal is to help students better navigate the demands and challenges of higher education and increase the likelihood that they will successfully obtain a college degree. Currently 80% of our scholars complete their degree within five years compared to the national average of like peers of 30%. We hope to see 85% completion rate by 2028.

Position Overview

The Deputy Director reports to the Executive Director and focuses on the following organizational elements:

- Program Management - Advisors, mentors, carer readiness and scholarships
- Development Efforts - Grant writing/reporting; salesforce research
- Financial Modeling, Budgeting and Reconciling - in conjunction with ED, Treasurer and Finance team
- External Communications - Newsletters (scholar and mentor), impact report, donor communication
- Board Relations and Management

This position is a newly conceived one which will help the organization have even stronger stability and desired growth potential — and provide options for leadership succession planning. This is an exempt, full time (40 hours per week) position with a comprehensive benefits package. We are open to a 75% or 80% time position as well. This provides an overview of the position but is not designed to thoroughly cover or contain a comprehensive list of all the duties, activities.

Key Responsibilities

Development

- Understand and ensure data quality and leverage the Salesform platform
- Creation of targeted campaigns for fundraising
- Planning and Implementation of Fundraising Events
- Research on potential donors
- Creation of Case Statement for specific donors

Financial

- Monitor credit card transactions
- Review cash flow monthly and act accordingly
- Review and manage scholar disbursements
- Review Reconciliation of SF and QB monthly
- Attend and contribute to Finance Committee Meetings
- Assist with the preparing of annual budgets

Communications

- Create annual calendar for external communications
- Manage preparation and completion of newsletters and impact reports
- Collect updates from scholars and mentors for monthly and quarterly updates
- Review and update SF records with current information on donors as needed
- Update and Review Social Media platforms - FB; Instagram and LinkedIn

Program Review and Development

- Participate in the scholar and mentor recruitment, training and retention
- Review career readiness and mentoring systems
- Participate in the planning and implementing of social events

Board Relations and Management

- Assist with Board Meeting preparation and follow up
- Develop healthy relationships with Board members, support their growth and development
- Assist with new Board member recruitment and training
- Liaison with Haas Board Fellows program
- Support any other Governance efforts
- Attend Board Committee meetings

Other Duties as requested by ED

Qualifications

Required

- Bachelor's degree
- Passion for creating educational opportunity and equity for young adults
- Creativity and adaptability with the ability to effectively resolve issues
- Effective communication and interpersonal abilities with the skills to listen, solicit input, share information and respond tactfully, timely and appropriately
- Ability to work both collaboratively and independently to move projects forward
- Proficient office-related applications, cloud-based software, and social media
- Strong writing skills and attention to detail
- Ability to self-manage and meet internal deadlines
- Willingness and ability to work occasional evenings and weekends (3 - 5x a year)
- Understanding the new balance of hybrid work environment
- Cultural Competency - ethnic, age, religion, gender, ability

Preferred

- Advanced educational degree completed
- Work experience with college aged students
- Strong understanding and capacity to leverage Quickbooks
- Strong understanding and capacity to leverage Salesforce
- Potential fluency in second language
- Fully able to meet anywhere in the East Bay

Salary and Benefits

Full time employees are eligible for the full benefits package via a PEO including health, dental, gym, vacation and sick leave. Compensation will be dependent on organizational experience and expertise. BCS actively supports the growth of all employees and encourages professional development, networking and collaborative opportunities. The range of compensation is \$95,000 -

\$105,000 for FTE.