Rhode Island HUB Manager (full-time)

Overview of Coaching4Change, 501(c)(3):
Coaching4Change (C4C) mobilizes college students to serve low-income K-12 school districts, expanding pathways for student success and building a pipeline of future educators. Over the last decade, CEO Marquis Taylor and Co-Founder Pete Berman have developed a model to recruit, train, and place local, diverse, and talented college students to support school improvement initiatives aimed at increasing student engagement and improving school culture and climate. With over 60% of C4C college students identifying as people of color, C4C increases diversity among adult leaders in school buildings who provide individualized attention to the elementary and middle school students they serve. Professional educators supervise and coach the college students, creating a cross-age mentoring model that promotes growth opportunities for all levels of C4C participation.

Each partnership is tailored to meet the needs of the partnering school, including virtual and in-person experiences that can be implemented during the school day, after-school, or during vacation time. C4C co-designs the college student placement experiences with the school partner leadership teams, then continues to provide ongoing support to the college students, school leaders, and supervisors throughout the life of the partnership.

Overview of the Position - HUB Manager:
- The HUB manager is a new position and will hold a key leadership role in advancing C4C and building a HUB team as we expand to our second region (Rhode Island).
- HUB manager is a dual-role position focused on establishing and executing a growth strategy and leading fundraising efforts in order to meet our strategic goal of placing 75 college students in 15 schools serving 1,000 4th-9th graders in 3 years.
- HUB manager components include fundraising, identifying target market segments for outreach, partnership management, and school cultivation.
- With close collaboration with the national C4C leadership team, the HUB manager will be responsible for implementing and meeting C4C strategic and regional goals.

Key Outcomes for Year 1:
- Grow C4C RI region from 1 to 4 schools
- Support local fundraising effort to raise $150,000
- Build relationships on existing and new college campuses to attract and hire >15 college students
- Build out the Rhode Island Team

Responsibilities:
Corporate, Foundation, and Individual Fundraising (50%)
- Research donor prospects and prepare summaries and recommendations as needed for development staff and the C4C national leadership team.
- Participate in and lead meetings with prospects and donors, engaging them in supporting C4C including phone calls, in-person/virtual meetings, and scheduling school site visits, and placement observation in schools.
- Draft, edit, and send communications, letters of inquiry, grant proposals, and impact reports; respond to all question and inquiries.
- Manage follow-up and necessary stewardship practice with donors, including correct and timely preparation of of acknowledgement letters, tax receipts, and thank you notes.
College/School Partnerships (30%)
- Develop and maintain a strong pipeline of school partners and college talent
- Prospect for new college and school prospects to pursue leads while keeping detailed records
- Manage MOU process with college and school leaders
- Work with C4C HQ to generate invoices and ensure payments are received in a timely manner
- Maintain process for tracking, retention, follow-up, and execution of partnership agreements
- Supervise College Coordinator and support communication and placement efforts

Other (20%)
- College mentor recruitment, training, and placement support
- Representing C4C at relevant philanthropic, education, or college networking events as needed
- Assist with communications as needed including impact reports, newsletters, donor management, college recruitment, and fundraising events
- Deliver compelling and effective presentations to schools, college administrators, and others

Qualifications:
- Persuasive and clear oral and written communication skills
- Ability to maintain professionalism with diverse stakeholders
- Accepting and inviting of coaching/feedback for growth and development
- Proven experience developing and managing fundraising plans with multiple revenue streams
- Proven history of strong relationship building and partner management
- Drive to hit targets and deliver results while handling multiple work streams and deadlines
- Experience working in the field of education and/or youth services will be beneficial
- REQUIRED: 5-7 years of experience in nonprofit fundraising
- REQUIRED: Bachelor's Degree

Values-based Competencies:
- Organized, Self motivated, Creative Problem-Solver, Embrace team culture
- Service-Oriented: Flexible to meet the needs of C4C partners
- Entrepreneurial: Able to take risks, handle challenges positively and learn from failure
- Flexible: Comfort in the unknown, willing to pivot, seek/incorporate feedback from team members
- Curiosity: Willing to ask questions, explore ideas and discover innovative solutions

Salary and Compensation:
$55,000-$65,000 annual salary commensurate with experience plus an excellent benefits package. The goal for the HUB manager role is to evolve into a director-level position. This position is a full-time, hybrid position with flexible working hours.

Coaching for Change, Inc. is an equal opportunity employer that is committed to diversity, equity, and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Coaching for Change, Inc. makes hiring decisions based solely on qualifications, merit, and business needs at the time.

TO APPLY: Please send a cover letter, resume, and references by March 28, 2022 to Sheryl Marshall at sheryl@c4cinc.org. Please be prepared to include 2 relevant writing samples upon request.