



Executive Director

Horizons at San Francisco Friends School

ORGANIZATION

Horizons at SFFS provides joyful academic and enrichment learning opportunities that build on the skills and talents of students in SF public schools. Students join Horizons at SFFS in Kindergarten and participate consistently through 8th Grade, participating in a comprehensive summer program as well as year-round tutoring and enrichment referral opportunities. Beyond 8th grade, Horizons at SFFS is expanding to provide students recurring high school success workshops as well as mentorship and internship opportunities. Horizons currently serves 155 students from Kindergarten through eighth grade.

For more information about Horizons at SFFS, please visit www.horizonsatsffs.org.

OPPORTUNITY

We are currently recruiting for a hands-on Executive Director (ED) to build on the success of Horizons and steer its next phase of growth. Reporting to the Board of Directors and Head of School, the ED is responsible for all aspects of planning, programs, funding, administration and evaluation for this small, growing nonprofit organization.

As Executive Director you will:

- ✍ Partner with the Board to establish and achieve strategic goals.
- ✍ Build and manage relationships with key constituencies (e.g., families, students, BOD, donors, and partners, including the San Francisco Friends School).
- ✍ Hire, train and supervise seasonal and year-round staff, including teachers.
- ✍ Plan and oversee summer and academic year programs.
- ✍ Manage fundraising/development, including grants, donors, and annual events.
- ✍ Manage the annual budget and maintain fiscal oversight.



- ✍️ Oversee marketing, communication and public relations.
- ✍️ Perform program evaluation and reporting.

QUALIFICATIONS

In order to fulfill these responsibilities, the qualified Executive Director candidate will ideally have:

- ✍️ School leadership and/or instructional leadership experience strongly preferred
- ✍️ A passionate commitment to Horizons' mission and vision to create educational equity and social justice.
- ✍️ Minimum five years' comparable non-profit and/or education administration leadership experience.
- ✍️ Experience with strategic planning and organizational development.
- ✍️ Demonstrated success building/managing key stakeholder relationships.
- ✍️ Demonstrated success recruiting, developing, and managing staff.
- ✍️ Experience working with diverse communities including immigrant and/or low-income families.
- ✍️ A resourceful, committed, and accountable disposition.
- ✍️ A Bachelor's degree or equivalent and bilingual English/Spanish language skills, both written and oral.

The ideal candidate will also have many of the following skills and experience:

- ✍️ Excellent communication, organizational, and interpersonal skills.
- ✍️ Experience with program management of K-8 youth development programs.
- ✍️ Familiarity with the educational landscape/resources in San Francisco.
- ✍️ Experience partnering with Boards of Directors or other governing bodies.
- ✍️ Fundraising skills including grant research/writing and donor/event management.
- ✍️ Financial acumen including developing and managing budgets.
- ✍️ Strong technology skills (MS Suite, Salesforce, and Google apps).

COMPENSATION AND BENEFITS

We offer competitive pay of \$140,000-\$165,000 depending on experience, and comprehensive benefits in a casual office setting on the Friends School campus in the Mission neighborhood of San Francisco. Some night/weekend work and local travel required. **During the summer months, the Executive Director is required to be on-site full-time.** During non-summer months remote work is possible one or two days a week, after the role is established, and to



be determined in partnership with the SFFS Head of School. Horizons is a fiscally-sponsored partner of the San Francisco Friends School and an affiliate of the Horizons National Network.

TO APPLY

Please submit a resume online at

<https://apply.workable.com/edgility-consulting-4/j/D6173B12CC/>. For additional questions about this position or to speak with someone about your interest, please contact Celena Jenkins at cjenkins@edgilityconsulting.com.

Horizons at San Francisco Friends School is an equal opportunity employer and an organization that values diversity. Recruiting staff to create an inclusive organization is a priority, and we encourage applicants from all backgrounds. Candidates are evaluated solely on their qualifications to perform the work required.

