

“I HAVE A DREAM” FOUNDATION®

JOB OPENING: SPECIAL ASSISTANT TO THE PRESIDENT & CEO

Start Date: 8/1/2009

Employment Type: Full-Time

Location: National Office (New York City)

Reports to: President & CEO

Summary

The “I Have A Dream” Foundation, which empowers children in low-income communities to achieve higher education through guaranteed tuition assistance and a long term program of academic and social services, is seeking a Special Assistant to provide administrative, operational, and project support to the President & CEO.

This is an especially exciting time for the “I Have A Dream” Foundation as we develop our strategic plan to dramatically increase our impact across the nation. We are seeking a passionate, results-oriented, and strategic-thinking Special Assistant to work closely with the President & CEO. This is an excellent opportunity to learn about education reform and nonprofit management. We encourage individuals of all ethnic and racial backgrounds to apply for the position.

Responsibilities

The Special Assistant is responsible for the effective operation of the President’s Office. The Special Assistant is a critical member of the National Team who interacts with a broad range of constituents on a daily basis.

Key responsibilities include, but are not limited to, the following:

- Manage the President & CEO’s calendar, including:
 - ◆ Evaluating all internal and external appointment requests;
 - ◆ Scheduling all appointments while balancing the constraints of diverse constituents;
 - ◆ Managing the preparation of briefing materials;
 - ◆ Prioritizing daily demands and adjusting schedule as necessary;
- Manage the President & CEO’s communications with constituents, including:
 - ◆ Screening and processing incoming telephone calls;
 - ◆ Drafting, editing, and producing correspondence;
 - ◆ Managing the maintenance of the organization’s contact database;
 - ◆ Maintaining confidential files;

- ◆ Supervising part-time administrative staff;
- Assist the President & CEO in the management of the Board of Directors, including:
 - ◆ Preparing meeting notices and Board packets;
 - ◆ Establishing calendar of meetings;
 - ◆ Tracking Board member terms and committees;
 - ◆ Managing meeting next steps;
- Field and manage external volunteer requests and site inquiries; and
- Lead special projects to support the President and the Program team.

Competencies

The ideal candidate is extremely detail-oriented and:

- Operates with a high level of urgency and personal responsibility for achieving ambitious outcomes;
- Has very strong communications and relationship-building skills and is able to interact effectively with senior executives across a wide range of organizations;
- Must be flexible and able to manage several projects simultaneously and independently;
- Has a high level of discretion in dealing with confidential materials;
- Possesses excellent judgment in prioritizing tasks and taking initiative;
- Thrives in an achievement-oriented, entrepreneurial, and fast-paced environment and has outstanding organizational skills; and
- Is passionate about expanding educational opportunities for all children in our country.

Education and Experience

- Bachelor's degree required; and
- Two or more years of work experience in education or the corporate environment is ideal.

Compensation

The "I Have A Dream" Foundation offers competitive salaries commensurate with experience. In addition, a comprehensive benefits package is offered.

To apply for this position, please send your resume and a cover letter to Marina Schreiber, Chief Administrative Officer, at mschreiber@ihaveadreamfoundation.org.