Title
Vice President, Field Operations and Knowledge Management

Communities In Schools Overview
Arlington-based Communities In Schools helps students stay in school and make the right choices – by connecting them and their schools with needed community resources. As the nation’s leading dropout prevention organization, we serve nearly 1.3 million students in more than 3,400 schools. By bringing resources, services, parents and volunteers into schools, we create a community of caring adults who work hand-in-hand with educators to make sure young people have the tools they need to stay in school and achieve in life.

Communities In Schools has been recognized for its sound business practices and financial transparency, earning the Better Business Bureau’s Wise Giving Alliance National Charity Seal and a four-star rating from Charity Navigator – two highly coveted endorsements. Communities In Schools has attracted attention and support from many prestigious foundations, corporations and individual philanthropists.

Key Responsibilities of VP, Field Operations & Knowledge Management

- Lead the ongoing refinement and implementation of a comprehensive Communities In Schools network strategy to support the growth and sustainability of Communities In Schools state offices and local affiliates.

- Work with Executive Vice President of the National Network on the development and implementation of strategies growth for the organization, ensuring alignment of Field Operations and Knowledge Management projects and initiatives with organization-wide priorities.

- Lead a team that serves as the trusted point of contact and liaison between the national office and the organizations throughout the network, offering customized support to existing state offices and some local affiliates in:
  - Business and site operation standards
  - Partnerships and resource development
  - Advocacy and productive government relationships
  - Marketing and communications
  - Affiliate and site management and development
  - Training and technical assistance
  - Data collection and reporting
Design and implement a best-in-class-knowledge management plan for the Communities In Schools network’s human capital of executive and site-based leadership that incorporates virtual learning, national and regional training events, and certification programs.

Coordinate with leadership of the Research to Practice team on training, technical assistance, capacity building, research and evaluation support for state offices, local affiliates, and Communities In Schools’ role in education reform/transformation models.

Managing departmental budgets and expenditures and understanding their relationship to the organization’s financial statements.

Serve as the staff liaison to the Communities In Schools Network committee of the board of directors.

The VP will supervise, coach and manage the performance of the Knowledge Management team.

**Travel**

Moderate to high level of travel required (minimum of 40% travel time).

**Essential Competencies of the Successful Candidate**

- Capacity to manage projects independently, with strong organizational and time management skills.
- Strong interpersonal skills and the capacity to work well with diverse individuals at all levels inside and outside the organization.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office suite.

**Background / Prior Experience**

- A Master’s degree in educational leadership, nonprofit management, social work, public administration or equivalent, a minimum of 10 years of progressively responsible experience working in the areas of education or nonprofit management, or an equivalent combination of education and experience is required.
- Experience managing multi-site locations and/or virtual teams required.
- Demonstrated leadership and experience working in the Communities In Schools network, or as a senior leader in the field of education or for a national nonprofit organization highly desired.
What is Attractive to the Right Candidate?

- Communities In Schools is a nonprofit organization which stays true to its mission but does so using the best for-profit practices.

- One of Communities In Schools’ greatest assets is its human capital. Our small but diverse and talented staff is committed to moving the needle on the dropout problem.

- Communities In Schools has a generous benefits package, which includes five weeks of paid time off in the first two years of employment, a 403(b) plan, and subsidized health and dental insurance.

> Communities In Schools is committed to a workforce that is representative of the varied communities we are privileged to serve. We provide a work environment that respects and values all persons, regardless of race, color, national or ethnic origin, gender, age, sexual orientation or disability.

Target Hire Date
Immediately.

Interview Process
Face-to-face interview with panel of executive leadership.

Reply
Please forward résumé and cover letter to jobs@cisnet.org with “Vice President, Field Operations and Knowledge Management” in subject line.