



Title: Chief Operating Officer

Reports to: Chief Executive Officer

### **EMBARC BACKGROUND**

Embarc's mission is to cultivate post-secondary success by inspiring students to build their social capital, stretch the boundaries of their neighborhood, alter their world view, and seize opportunities in school and life. Embarc is regarded as one of the most exciting nonprofits in Chicago that specializes in combining a robust curriculum with immersive, hands-on learning experiences that connect students to multiple sectors of the Chicago community to drive academic skills and close the opportunity gap.

Since inception in 2010, Embarc has served nearly 8,000 students who have achieved an average 95% graduation rate and 90% overall postsecondary success. Embarc has grown from serving 25 students in 2010 to nearly 4,000 students in the 2021-2022 school year in 20 high schools across Chicago Public Schools (CPS). In partnership with major foundations, CPS, schools, and individuals, we are looking to grow to serving over 10k students per year over the next 5 years and are looking for visionary leadership to support us on that journey.

### **PURPOSE AND CHARTER FOR THE ROLE**

- Grow Embarc to service >10,000 high school students per year in the Chicago area by 2026
- Measure and maintain Embarc's impact on students served, historically measured as a 20-30% lift in graduation rates in disadvantaged populations.
- Support the scale the programming, fundraising, operations, and infrastructure to meet growth needs.
- In partnership with the CEO and Board, help Embarc exemplify of the power of experiential learning and be a catalyst for change in our national education system.

### **RESPONSIBILITIES OF THE ROLE**

The COO role will be a critical role within Embarc and oversee and support all aspects of a rapidly growing organization. This role will be asked to directly lead the HR, finance, and data functions of the org. with those direct reports and to more broadly support the CEO, Chief Development Officer, and Chief Programming Officer. Specifically, this role will be asked to lead on:

- **Strategy**: With the CEO and Board, update and maintain Embarc's five-year strategic plan. This includes the development of goals, timeline, metrics, and investments required to achieve our goals.
- **Programming**: Support the Chief Programming Officer in order to scale programming operations to >10,000 students. Partner with the CPO to complete the implementation of Embarc's "whole school" programming model and support the standardization and repeatability of the future model, data collection and visualization, and to help drive continuous improvement throughout.
- **Fundraising**: Partner with Chief Development Officer and CEO to support fundraising operations raising \$10M+ per year. Support the team through data, financial requirements, budgeting, etc. to help cultivate a national/system-level set of donors and supporters
- **Operations & Infrastructure**: Build and maintain IT, Finance, HR, management infrastructure necessary to support scale of our organization to support rapid growth and implement best practices across the functions of HR, finance, data, etc..

- **Financial Reporting and Governance:** Maintain fiscal discipline and financial controls. Lead the annual planning, budgeting, and reporting process and review financial recommendations with the CFO. Attend quarterly Board meetings and report on core operations and strategic initiatives.

## **QUALIFICATIONS**

- Minimum of 7 years of leadership experience, including the management and support of large teams and budgets >\$10 million.
- Capable of communicating vision and setting organizational strategy. Communicates clearly and simply to any audience, including front-line, board, partners, and investors/donors.
- Demonstrated success in growing organizations 3x or more in capacity and impact. Experience creating effective processes, systems, and structures. Strong operations, process, and results orientation.
- Credible in the education and/or non-profit space in the eyes of to Embarc donors, partners, students, and staff. Genuinely embraces the mission of Embarc.
- Strong financial management skills. Prior experience management P&L, cash flow, and balance sheet. Understanding of non-profit accounting and finance preferred, but not required.
- Excited to work alongside the CEO/Founder and Board in the expansion of experiential learning nationwide.
- Knowledge of diversity, equity and inclusion best practices and programs.
- Bachelor's Degree in related field required, Master's degree preferred

## **VACCINATION POLICY**

Embarc requires all employees be fully vaccinated for Covid-19 by the official start date of employment.

## **TO APPLY**

Interested candidates must submit a cover letter and resume to Head of Coaching, Amanda Long at [along@embarcchicago.org](mailto:along@embarcchicago.org)

*Embarc is an equal opportunity employer. Embarc evaluates applicants for employment on the basis of qualifications, merit, and work related criteria without regard to race, color, religion, sex, national or ethnic origin, age, sexual orientation, mental or physical disability, pregnancy, childbirth, medical condition, marital or familial status, family responsibilities, veteran status, personal appearance, political affiliation, matriculation, or any other characteristic protected by law. All applicants will receive consideration for employment regardless of such status. Please note all offers of employment are subject to and contingent upon the successful completion of a background check.*

## **APPLICATION PROCESS**

When applying for employment at Embarc, candidates should expect to participate the following process:

- Phone interview - 30 minutes
- Work sample request with 5 business day turnaround time
- In person interview - 60 minutes
- Field experience or virtual text discussion - 60 or 90 minutes
- Reference check

We reserve the right to add to this process at our discretion depending on the position and the number of applicants.