Position Summary – Chief Education Officer

Reporting to the Executive Director, the Chief Education Officer leads the Daniel Murphy Scholarship Fund’s (DMSF) Education team in the execution of our mission. The Chief Education officer serves as a member of the DMSF Leadership team alongside the Executive Director and Chief Advancement Officer. The Chief Education Officer plays a critical role in strategic planning, innovation and external relations for the organization carrying forward our mission of igniting potential and enriching lives.

The Chief Education Officer will oversee the Director of College Counseling, Director of Programs, Manager of Education and Education Coordinators while leading the planning and execution of the recruitment and admissions process for DMSF.

The Chief Education Officer leads continuous improvement and refinement of systems and programs to provide the highest level of efficiency and service to our stakeholders, including Scholars, families, school partners, donors and other supporters.

The Chief Education Officer will also help shape organizational strategy as we aim to extend our reach in the Chicagoland area, particularly around academic and leadership programs for Murphy Scholars and alumni.

The qualified candidate must be exceptionally driven, highly organized and a person of the highest integrity, who is passionate about the mission of DMSF and the Scholars we serve.

Specifics of the Job

1. Lead the Education Team
   - Model values-based leadership, professional work ethic, innovation, intentional collaboration, timely and professional communication and goal achievement for a high-performing Education team.
   - Provide oversight to the Education team as they support Murphy Scholars in achieving exceptional results in high school persistence, college matriculation and college persistence.
   - Assign goals and develop strategies to achieve desired goals and assess individual and team performance. Assign skills-based professional development to enhance the team’s ability to achieve exceptional outcomes for Murphy Scholars.
   - Ensure that the impact of DMSF’s programs and services are quantitatively and qualitatively measured on a regular basis.
   - In collaboration with the Executive Director, develop an annual budget for the Education team and manage the operation within the allocated budget.
   - Represent DMSF on the Executive Committee, Education Committee and Strategic Planning Committee. Occasionally represent DMSF on the College Counseling and Programming Committee.
2. **Strategic Planning & Innovation**
   - In collaboration with the Chief Advancement Officer, support the Executive Director in developing a strategic plan and direction for the Daniel Murphy Scholarship Fund that extends the reach and broadens the impact of the organization.
   - Serve as a champion of innovation for DMSF by proactively researching, developing and implementing best practices in our systems, processes and programs.
   - Oversee the development of new programming, as well as monitoring all existing programs to ensure they contribute to Scholars’ success in high school and college, while cementing an ethos of “Murphy Scholars for Life” in our Scholars.
   - In coordination with the Executive Director and Education team, institute a bold new vision for the Summer Bridge program that incorporates values-based leadership, executive functioning skills, technology, financial literacy and professional communication as key skills that help Murphy Scholars develop as transformational leaders.

3. **External Relations**
   - Develop a relationship management strategy with DMSF high school partners, elementary school feeders, foundations, community organizations, non-profit organizations, corporations and other stakeholders that advances the growth of the DMSF mission.
   - Represent DMSF at educational events, conferences and meetings throughout Chicago.
   - Provide assistance to the development team in cultivating current and prospective donors, including staying abreast of new opportunities to secure foundation and corporate grants/sponsorships that align with DMSF’s mission.
   - In collaboration with the Executive Director and Chief Advancement Officer, introduce DMSF as a leading convener and connector in the education space by developing a series of education and leadership seminars and events that attract new advocates to DMSF while further cementing relationships with DMSF stakeholders.
   - Work collaboratively with the Director of Communications to develop organizational materials that effectively communicate DMSF’s mission and impact to stakeholders.

4. **Oversee the Recruitment and Admissions Process for DMSF**
   - As the largest high school scholarship granting organization in Chicago, the Chief Education Officer leads the strategy and process by which DMSF secures its Scholars and develops strategic partnerships that significantly increase awareness throughout the city of Chicago about the opportunity to become a Murphy Scholar.
   - Review DMSF’s interview process and ensure all applications received by DMSF are timely and properly reviewed by the team and volunteers.
   - Direct the process by which candidates are selected from the applicant pool to be interviewed.
   - Advise candidates on which high schools might be appropriate for them and advocate on behalf of Scholars to school partners.
Ideal Candidate Qualifications

Professional experiences and the skill set of top candidates will include:

- Bachelor’s degree required; advanced degree in the field of education highly desirable
- A minimum of five years’ work in the education field with experience managing a high-performing team in a fast-paced environment
- A passion for the mission of DMSF and for the population of students that DMSF serves
- Servant leader who prioritizes and models cross-departmental collaboration, timely and thorough communication and effective project management plans
- An ability and desire to consistently go above and beyond to achieve results
- Possess impeccable attention to detail and accuracy
- A strategic thinker and excellent communicator who is adept at building relationships with multiple stakeholders
- Proficient in MS Excel and or Salesforce
- Must be available for occasional weekend and evening work

ADA Specifications

- Valid driver’s license or access to reliable transportation required
- Ability to travel occasionally to area high schools or nationally to boarding schools
- Ability to move and access school buildings with stairs only

To Apply

Interested applicants should send a cover letter and resume to the attention of DMSF’s Executive Director, Jose Rodriguez, at jose@dmsf.org. For more information about DMSF, please visit our website at www.dmsf.org.