

Position Overview

EXECUTIVE DIRECTOR



Armstead Academic Project
3053 Freeport Blvd; #125
Sacramento, CA 95818



"I didn't think it was fair that certain students would receive poorer or lesser education due to where they live. Kids should have the same level of education. And **they deserve the same shot at life**, to be successful and go on to college and work in certain fields that they want to work in."

Arik Armstead, as quoted in the 6/18/20 Sports Illustrated Article: For 49ers Star Arik Armstead, Making an Impact Starts With Educational Equality

BACKGROUND

Dedicated to ensuring that every student, no matter their socioeconomic status, has direct access to the resources they need to thrive, the Armstead Academic Project provides youth with positive spaces, tools, and academic support to unlock their potential and achieve their goals.

Founded by San Francisco 49er Arik Armstead and his wife Melinda Armstead in 2019, the Project supports students in Sacramento and the Bay Area of California. The fundamental premise of AAP is that a zip code should not define student opportunity.

With the support of the Armstead Academic Project (AAP), students can focus on setting and achieving goals while being attentive to their physical and mental wellness. Through AAP, students are encouraged to Read, Explore, Connect, and Stay Well, along their academic continuum. AAP provides youth with supplementary opportunities (i.e. afterschool programming, summer reading tuition, STEM programming, and college and career field trips) that allow for exploration of their interests, additional academic tools to succeed, increased self-esteem, and a sense of purpose. AAP supports teachers with resources in and out of the classroom to make learning relevant so that together, our youth can thrive. Additionally, AAP uses its platform to elevate the voices of educators in its advocacy efforts to bring more resources that support our underserved students across the state of California.

Arik, born and raised in Sacramento, CA is heading into his 8th year with the 49ers. As a leader on and off the field, Arik identified an opportunity for community impact and took action. Arik is passionate about supporting the education of all children in the Sacramento Public School system with focus on those in the underserved student population. These students do not receive equitable resources while others in the same academic pipeline, do. Closing this gap and creating an opportunity for all students to receive an education that readies each student for secondary education, trade studies or transition into a professional setting is the driving force behind the Armstead Academic Project (AAP):

www.armsteadproject.org.

The Executive Director will work alongside Co-Founders, Arik, Mindy, and the Board of Directors to further the foundation's mission. This independent, forward-thinking person will be responsible for overseeing operations, community impact, and strategic growth.



POSITION SUMMARY

Manage daily operations and maintain impactful relationships with the Board of Directors, donors, clients, volunteers, and the community. Together with Arik Armstead and the AAP team, you will continue to evolve the organizational and fiscal management structure, design and execute program implementation, manage fundraising efforts, prepare comprehensive budgets and act as a community spokesperson, overseeing all written and verbal external communications.

QUALIFICATIONS

EDUCATION

Bachelor's degree required in business, communications, public relations, marketing, policy/advocacy, or related field.

EXPERIENCE

A minimum of 3 years of progressively responsible nonprofit management, or comparable experience. Experience in managing a complex organization, developing programing, planning fundraising efforts, and events.

CONTENT EXPERTISE

Content expertise in education, youth development, and/or advocacy is desired. Additionally geographic knowledge of (and presence in) Sacramento is necessary.

LANGUAGE SKILLS

Due to the diversity of the communities we serve, bilingual language skills (English and Spanish) are welcome though not required.

COMPENSATION PACKAGE

\$95-120K + Benefits include health insurance, 401K, paid vacation, sick time, and holidays.

ABILITIES

- Ability to remain organized while showing creativity, problem-solving skills, strong initiative, and the ability to work independently in a fast-paced environment.
- Experience reporting on and managing financial resources and fundraising strategies within a nonprofit
- Excellent interpersonal and communications skills, both written and verbal; ability to relate to a variety of individuals and groups.
- Experience and comfort with public speaking as needed.
- Intermediate proficiency with MS Office applications, CRM, and Adobe Creative Suite
- Management of the internal Talent Acquisition process to include selecting staff and volunteers who can further the organization's mission

ESSENTIAL JOB FUNCTIONS

DAY TO DAY OPERATIONS

- Oversee existing educational programs.
- Manage development and distribution of a monthly newsletter.
- Coordinate and execute cross-functional projects as needed.
- Act as a professional advisor to the Board of Directors on all aspects of the organization's activities
- Strong organizational abilities including strategic and financial planning, delegation, and program development
- Preparing budgets and managing financial resources for a not-for-profit organization, including knowledge of fundraising strategies and donor relations unique to nonprofit sector

ADDITIONAL JOB FUNCTIONS & DETAILS

- Always represent Armstead Academic Project in a professional manner
- Treat all people with respect and compassion.
- Understand and make a commitment to the mission and values of the AAP.
- Position reports to the Founder in Sacramento, California and is expected to travel to the Bay Area on an average of 1-2x month during the NFL Season.
- Position is full time, permanent, and exempt.

FUNDRAISING

- Support Founder to develop and maintain a major gift pipeline.
- Conduct regular, personal, and meaningful interactions with priority donors and prospects through written communications, events, face-to-face meetings, and conversations. (100 a year or 2 a week)
- Develop solicitation strategy for new major gifts, in-kind donations, and auction items for fundraising events.
- Plan and execute fundraising events, oversee sponsorships, guest lists, and pledges.
- Process donor contributions, pledges, and in-kind donations.
- Update Customer Relationship Management (CRM) database to ensure it is current and accurate.
- Ensure all financial gifts and donations are acknowledged in a timely manner through written communications.
- Manage existing grants and prepare financial reports.
- Work with community partners to promote youth academic success in Sacramento and the Bay Area.

TO APPLY

Please email resumes/cover letters to info@armsteadproject.com

Armstead Academic Project (AAP) is an equal opportunity employer. AAP seeks diversity in its community and affords equal employment and advancement opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, ethnicity, ancestry, sex, sexual orientation, age, physical or mental disability, marital status, citizenship status, medical condition, or any other legally protected status.

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