

## Associate Portfolio Partner – Community & Workplace Civic Engagement (Remote)

In this role as Associate Portfolio Partner for Community & Workplace Civic Engagement, you will partner with business leaders and policymakers to strengthen youth civic participation within their workplaces and communities. You will be an indispensable thought leader in the civic space, growing a diverse portfolio of progressive initiatives that focus on young adults (ages 14 – 24).

Your portfolio will include:

- The [Civic Spring Fellowship](#) is an opportunity for young people to lead a community project that bolsters civic knowledge while also driving local policy change, increased voter registration, and trust in institutions. Fellowships fund up to \$1,800 as individual youth stipends or \$25,000 as grants to organizations. An independent evaluation of the Civic Spring Program pilot showed that youth participants honed a variety of civic skills, including their social-emotional learning capacities, their abilities to navigate civic institutions, and their strategies for working with stakeholders. Young people identified that the project helped them navigate a variety of civic institutions; find, strengthen, and apply their voice; gain important life skills; and take care of their mental health. Moreover, the work of Civic Spring’s initial grantees led to lasting, real-world outcomes for their communities.
- There is a tremendous amount of work and momentum building around America’s 250<sup>th</sup> anniversary. The C&S team is deeply engaged in multiple projects that are part of this work (including President Raj Vinnakota serving as co-chair of the America250 Federal Commission’s advisory council on civics and civic engagement), and this group of work will fall within this portfolio.
- The [Brewer Fellowship to Unite America](#) brings cross-partisan leaders in the democracy reform movement together to build a political system that functions for all Americans. Most fellows are senior leaders from small, policy-reform nonprofits focused on electing pro-reform candidates, bringing about structural change in our system of government to boost competition and accountability, or building reform movement infrastructure.

In partnership with our president and other colleagues, you will strategize about new ventures and ways to further engage the business community over the life of the portfolio, including co-facilitating sessions with business leaders to both build your own skillset as well as our organization’s understanding of the civic knowledge assessment space. You will also collaborate closely with colleagues who are focused on complementary portfolio areas including (a) youth civic development, (b) higher education and inclusive campuses, and (c) civic learning field investment. We are thinking beyond the high school Civics class, imagining a holistic approach to civic learning and practice. This will include both high-quality, engaging content and opportunities to practice civic skills and develop civic dispositions in classrooms and after school on the sports field, at summer camp, in afterschool programs, in libraries, online, and at home.

In an age of fracture and distrust, we must fundamentally rethink the ways we prepare young people with the knowledge, skills, dispositions, and capacities to be successful citizens in our democracy. American constitutional democracy has always depended on citizens who understand its premise and promise, who seek out diverse perspectives and ideas, respect each other's differences, and believe in a common future. To preserve democracy now and strengthen it for the long haul, we need to create and rapidly test an infusion of new ideas from a diverse set of people and across the political spectrum.

By its very nature, civic learning must be cross-partisan work, designed to encourage understanding and trust. Collaboration will not always be easy, but it is the only way forward. Your work will demand an exceptional display of civic skills and courage – you will build social trust and model the very skills and disposition that we want others to emulate and teach. You will be serving as a neutral arbiter, developing sustained funding support from a partnership of high-impact donors across the ideological spectrum who commit to doing this work collaboratively.

### **Key Focus Areas**

As with all members of our portfolio teams, you will work closely with colleagues in our marketing and communications, development, and operating functions to ensure that we are doing the work that is in the best interest of the organization and your portfolio. This requires an ability to be an "institutional owner" first while also thinking about the interests of your specific portfolio.

- You will spend approximately 40 percent of your time managing a portfolio of programs. You will provide support for staff in setting program goals, strategizing for growth/scalability, adapting to new information, troubleshooting issues, developing metrics and reporting on outcomes, etc. You will spend approximately 10 percent of your time working with the people who are leading our existing ventures and another 30 percent of your time expanding the portfolio, developing programs, and working with the development team on fundraising.
- You will spend approximately 30 percent of your time cultivating relationships with key stakeholders and community organizations (including businesses, libraries, museums, online games, and afterschool entities), keeping a pulse on updates in the field of civic learning, understanding all points of view, identifying common ground, and building support for and advancing solutions so that all participants feel heard and respected.
- You will spend approximately 20 percent of your time supporting the field-building portfolio for civic learning, working with the president and other senior leaders.
- You will spend approximately 10 percent of your time working with the marketing and communications team focusing on social media strategies to engage with the 14-24 years age group, leveraging our existing internal team capacities and external consultants.

## About Us

For the past 75 years, the [Institute for Citizens & Scholars](#) (C&S) has prepared leaders and engaged networks of people and organizations to meet urgent education challenges, helping shape an informed, productively engaged, and hopeful citizenry. We are now rebuilding how we develop citizens in our country in three distinct ways:

- we support young people to be better citizens,
- we network civic leaders to ensure a resilient democracy, and
- we prepare a diverse and responsive next generation of college faculty and educators.

To sustain a flourishing civil society, we bring groups together as a force for progress on the nation's biggest education challenges. We bring a breadth and depth of experience in civic learning and civil society development. We also utilize a multi-disciplinary, cross-partisan, and cross-sector approach that harnesses data and technology to tackle the issues at scale since the most urgent and complex societal challenges cannot be solved by one field, party, or sector alone.

We work to create not just a better educated but a more just and inclusive America. We have long been a proponent of excellence in teaching by actively promoting more gender and racial diversity in American higher education, improving the quality of K–12 education in our country, strengthening STEM teaching in high-need schools, and improving understanding of American history and civics. And now we are dramatically expanding the scope of our work to focus on key determinants of a flourishing civil society.

We're on a mission to ensure that young people gain a deep understanding of our history, culture, government, institutions, and current affairs from diverse sources and perspectives – to vote, think critically, and have concern for the welfare of people of all backgrounds in their communities and across the nation; to debate and learn from each other, and work across difference to form a more perfect union. We believe everyone across the left, right, and center has a role to play to save and strengthen democracy. We're leveraging our 75 years of unrivaled expertise, data, and network of funders and practitioners – including 27,000 world-leading fellows – to tackle this challenge on a massive scale.

## Qualifications

- Five to ten years of experience in social enterprise (ideally developing youth engagement programs outside of a traditional school environment). You are effective in conversations with major donors, investors, coalition partners, and business leaders at the national and community-level, as well as other key stakeholders.
- You have a strong working knowledge of social media, including an understanding of how to leverage different channels as a positive force to support your goals.
- Ideally, you have familiarity with, or connections within, the social and emotional learning community, including youth development work in identity development, critical thinking, bridging divides, civic responsibility, character formation, decision making, teamwork, and/or media literacy. You may have developed those skills while working on a pilot project within a larger nonprofit, as part of a start-up effort, within an established faith-

based and/or service organization, or in a youth or educational system.

- Ideally, you have experience building a team involved with pilots and scaling up programs.
- You are welcome to work remotely, but you'll need to routinely visit the Princeton office (at least once a month), be willing to take meetings when key stakeholders are available, and travel as needed.

### **Attributes**

- You can persuasively make the case for support for your outside-of-school approach. You are equally effective in working with funders, policymakers, educators, researchers, and nonprofit organizations.
- You carefully listen to people, understand their needs and challenges, and find common ground with them. You can synthesize and distill their perspectives, notice what is not said, and find both points of agreement and disagreement as well as gaps in the conversation.
- You are thoughtful and can hold competing ideas in your head at the same time, while easily shifting gears and reprioritizing to take advantage of opportunities.
- You are a deft communicator, avoiding any perception of ideological bias, and can effectively share ideas with any audience in a conversation, in long-form written material, and on social media.
- You can be trusted. You are viewed as an honest broker, a trusted, neutral, unbiased arbiter. You know who should be in the room for key conversations and know how to connect people and organizations to achieve successful outcomes.
- You are relentlessly, pragmatically outcomes-focused, accountable for delivering results that can be measured and replicated. You can define success and then drive its delivery.
- You are an inspiring leader, a problem solver, and a change agent. Other people want to work with you.
- You demonstrate humility in your willingness to roll up your sleeves, listen to input, and do whatever is needed to deliver an impeccable work product.
- You have an entrepreneurial mindset that allows you to calmly navigate through ambiguity and bring ideas to fruition.

### **What's Attractive to the Right Candidate?**

- This portfolio has enormous growth potential, and you will be an integral part of its continued success. This is a high-visibility position where you will lead discussions with leaders from across this country and engage youth in exciting new programs.
- Your work will create a civic learning ecosystem capable of producing future generations of well-informed, productively engaged, and patriotic citizens. We have already gained credibility across the political spectrum and there is a broad consensus that we need to

fundamentally rethink and enrich the ways we prepare young people to be successful citizens in a democracy. Funders are enthusiastic and committed to revitalizing our system of civic education, especially the learning happening outside of the classroom. Our success will depend on building a broad and diverse coalition of supporters and there is plenty of common ground from which to move forward.

- We believe every person and sector has a role to play to create the future of our country. In the next five years, we seek to unite the left, center, and right across all sectors to tackle this interpersonal challenge, close the divide, and create, test, and develop game-changing ideas that make democracy function for everyone. C&S has an established track record of building a field of civic education outside of the classroom, convening experts from diverse viewpoints, creating the space for productive conversations, and distilling information into applications with real impact.
- You will be working with, and supported by, people who have a long track record of successfully launching breakthrough social enterprise initiatives. Our senior leadership team has experience in program design and operations, higher education, communications, fundraising, financial management, IT/data systems, and research and evaluation. We bring experiences ranging from the classroom to the quad and from Main Street to Wall Street in both the nonprofit and private sectors. We are values-based leaders who pride ourselves on creating an organization where the whole is greater than the sum of its parts. Our team is constantly learning and deeply curious; we give and request feedback constantly because we aspire to create and contribute to best-in-class work.
- We offer competitive compensation and benefits including 4 weeks of vacation plus sick leave; medical, dental, LTD, Life, ADD, and vision insurance; employee assistance programs; and a 10% 4013(b) contribution.

## Our Core Values

- **We are constantly learning and improving.** We test and refine new ideas and learn from our mistakes. We dare to question old solutions. We seek opportunities to collaborate with our diverse team; different backgrounds, skill sets, and thinking styles give us valuable new perspectives. We share knowledge and insights with each other to help us grow as individuals and as an organization. We provide straightforward, constructive, and timely feedback, and we receive feedback with openness as useful information that supports our development as individuals and as an organization.
- **We value diversity, equity, inclusion, and belonging for all.** We believe that we are stronger for our differences, and we acknowledge, respect, and appreciate them. We actively work with and learn from everyone—across all demographics, backgrounds, ideologies, and geographies. We identify areas where we differ and, for the good of the organization and each other, we explore and engage with differing perspectives.
- **We are gracious and grateful in all that we do.** We invest in our relationships with warmth and a sense of humor. We express gratitude to all of our colleagues and

stakeholders. While we strive for excellence, we recognize that no one is perfect. We give others the benefit of the doubt and act with kindness and integrity.

- **We are attentive and intentional.** We are aware of the needs of the world and those around us so that our work has a real impact. Our work is mission driven, and we know the “whys” — both large and small— behind what we do. Recognizing that details matter, we are equally committed to quality.

### To Apply

We encourage you to apply even if your experience is not a 100% match with the position description; we will consider people from a variety of backgrounds and career experiences.

Simply email your resume to Bob Corlett at [resumes@staffingadvisors.com](mailto:resumes@staffingadvisors.com) with “**C&S – Associate Portfolio Partner #2022-2720 CW**” as the subject of the email.

*Please note: our practice is to not disclose the salary ranges our clients would consider. Any salary information included in this posting was estimated without our input.*

Staffing Advisors is committed to reducing bias in every aspect of the hiring process. We have long recommended an evidence-based approach to hiring. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other basis protected by law. This position may require pre-employment screening potentially including a criminal background check, verification of academic credentials, licenses, certifications, and/or verification of work history.