



Chief Education Officer Position Description

May 2022

The Daniel Murphy Scholarship Fund

The Daniel Murphy Scholarship Fund (DMSF) gives high school scholarship and educational support to bright Chicago students from economically disadvantaged backgrounds. DMSF makes a life-altering difference in the lives of its Scholars by providing them with a four-year scholarship to a private college preparatory high school and, along with it, access to the best opportunities to succeed in high school, college and beyond.

DMSF is in its 33rd year of serving Chicagoland area students and their families. The first four DMSF Scholars began high school in 1990. This coming school year, over 500 Scholars will be enrolled in high schools in Chicago and boarding schools around the country. 100% of Murphy Scholars who apply are accepted to four-year universities and 87% of Murphy Scholars are persisting in and graduating from college within six years.

Over the course of its 33 years, DMSF has learned that its Scholars need significant support beyond financial aid in order to succeed. This has led the organization to implement, oversee and continually adjust programming to respond to the academic and social challenges its Scholars face while attending demanding college prep high schools. DMSF's supportive programming begins before Scholars enter high school and continues until they graduate. It features the following core programs: Summer Bridge, mentoring, affinity groups, tutoring, summer opportunities, college counseling and alumni affairs. DMSF's objective is to do everything possible to support the success of its Scholars in high school, college and beyond.

DMSF works strategically with bright and talented students who would not otherwise have access to the resources necessary to attend a high performing high school. The current classes of DMSF Scholars reflect the diversity of the City. The average DMSF Scholar comes from a family with an annual income of \$37,800 and 68% of DMSF Scholars will be among the first generation in their families to graduate from college.

DMSF Mission

The mission of the Daniel Murphy Scholarship Fund is to give high school scholarship assistance and educational support to Chicago students from economically disadvantaged backgrounds. DMSF seeks to make a life-altering difference in the lives of its Scholars by providing them with the best opportunity to succeed in high school and college.

Position Summary – Chief Education Officer

The Chief Education Officer provides leadership and vision to DMSF's Education Department, the Executive Director, the Board's Education Committee and the Board of Directors. The Chief Education Officer leads a team of seven full-time employees, including the Director of Programs, Senior Director of College Counseling, Director of Admissions, Manager of Education, two Education Coordinators, and the Director of Alumni Affairs and College Support. That team is responsible for:

- The relationship between DMSF and its partner high schools
- Recruiting, interviewing and selecting and placing DMSF Scholars
- Tracking the academic progress and overall success of Scholars
- Providing Scholars with the support they need to ensure their success in high school and college
- Tracking the success of our Scholars in college, and developing programs to ensure not only their college success, but their development into tomorrow's leaders

The qualified candidate must be highly organized, energetic, a strong communicator and committed to the Scholars DMSF serves. Highly developed interpersonal skills are essential.

Specifics of the Job

Maintain relationships with DMSF's partnership high schools

It is the responsibility of the Chief Education Officer to build and maintain close working relationships with each of the high schools that DMSF Scholars attend. Among the tasks for which the Chief Education Officer is responsible are:

- Negotiating the partnership arrangements between DMSF and each partnership high school, including the amount of financial aid each school provides to DMSF Scholars
- Periodically updating DMSF's assessment of each partnership school, including compiling and analyzing performance metrics of Murphy Scholars at each school
- Coordinating site visits to potential and existing partnership schools
- Researching potential new boarding and day schools which might become DMSF's partners

Oversight and management of the Education Team

As the head of the Education Department, the Chief Education Officer is responsible for:

- Creating a vision and culture within the Education Department that leads to success for Murphy Scholars
- Supervising the Education Department staff, meeting with them regularly for supervision, including working with each member of the Education Department team to set individual yearly performance goals that will allow the Education Department to meet its goals; meeting with team members regularly to review their progress in

meeting those goals, and assessing each team member's performance at the end of each year

- Ensuring that the impact of DMSF's programs are quantitatively and qualitatively measured on a regular basis
- Develop new programming, as identified by staff as necessary for Scholars' success
- Coordinating weekly department meetings to monitor Scholar progress and additional support needed
- Evaluate and fine-tune policies and procedures to all Scholar-facing work to ensure there is efficiency and equity across all aspects of our work

Other Responsibilities

In addition to other obligations, the Chief Education Officer is also responsible for:

- Reporting to the Executive Director, and working with the Executive Committee, the Board of Directors, the Strategic Planning Committee and the Education Committee, including organizing regular meetings of the Education Committee
- Participating in meetings of the DMSF Programming Committee, Alumni Affairs, Caddie Committee and College Counseling Committees
- Working with the Executive Director, other senior staff, the Executive Committee and the Board to create and implement new policies and strategies
- Managing the Education Department budget
- Representing DMSF at school and organization events, and within the community
- Establishing and maintaining relationships with local and national organizations that serve the same population of students as are served by DMSF
- Representing DMSF at donor events and providing assistance to the development team in cultivating current and prospective donors, including providing data and information as requested
- Overseeing the maintenance of and changes in the design of DMSF's Scholar database

Ideal Candidate Qualifications

DMSF seeks candidates who bring strong leadership, relationship and communication skills, detail orientation and the willingness to work as part a team. The role of Chief Education Officer is a dynamic one, and activities will vary significantly from day to day. The position requires careful program planning and management as well as significant time spent nurturing external relationships. Candidates must be self-motivated, innovative and flexible, and able to effortlessly switch from driving planning and execution efforts to face-to-face meetings with Scholars and parents/guardians. Candidates must possess a broad knowledge of Chicago area private high schools and boarding schools. Excellent writing, presentation, interpersonal and organizational skills are essential.

Professional experiences and the skill set of top candidates include:

- Bachelor's degree required; advanced degree in education or related field highly desirable;
- A minimum of five years' work with elementary and/or high school students, including several years' experience leading a team;
- A track record of fostering relationships with school administrators and/or admissions officers;
- A strategic thinker and inspiring communicator;
- A high degree of initiative, confidence and energy to achieve and exceed goals;
- Experience implementing successful evaluation processes for staff and programs;
- Proven success analyzing and utilizing data to increase academic achievement and effect program improvement;
- Responsible for a high standard of integrity, professional responsibility, teamwork and collaboration;
- Exceptional leadership and management skills to inspire, and work collegially with staff, challenge students to high levels of achievement, and engage families in their child's education;
- Foster strong interpersonal and professional relationships with staff, leadership team, Scholars, parents/guardians, alumni, and school partners.

To Apply

Interested applicants should send a cover letter and resume to the attention of Cindy Hallums, Executive Director of the Daniel Murphy Scholarship Fund: cindy@dmsf.org. For more information about DMSF, please visit our website at www.dmsf.org.