



CHIEF EDUCATION OFFICER Position Guide

The Daniel Murphy Scholarship Fund unlocks educational opportunities for talented Chicago-area students facing financial need. We partner with Scholars, families and schools through high school and beyond by providing scholarships, academic programs and personal support so that each Scholar can reach their potential.

ABOUT THE DANIEL MURPHY SCHOLARSHIP FUND: WWW.DMSF.ORG

The Daniel Murphy Scholarship Fund (DMSF) ensures that financial constraints do not hinder a young person's ability to obtain a quality education. DMSF creates three-way partnerships between college preparatory high schools, the families of economically disadvantaged Chicago students, and DMSF. Through these partnerships, young people who traditionally have few educational choices attend a high performing private high school, participate in extracurricular activities, benefit from honors and accelerated high school classes, and take advantage of educational support services and programs. By giving Scholars the opportunity to attend college preparatory high schools, DMSF changes the lives of deserving young men and women, their families, and their communities.

DMSF has served promising Chicago students and their families for 34 years. Since the first four scholars



began high school in 1990, more than 3,000 students have entered high school as Murphy Scholars. DMSF now awards 160 new scholarships each year. 100% of Scholars graduate high school, 97% matriculate to college, and 87% graduate from college within six years. DMSF currently serves 500 Scholars across 65 partner schools.

Murphy Scholars need support beyond financial aid to complete a rigorous high school education. To meet the complex and individual needs of students, DMSF implements, oversees and continually adjusts

programming to respond to Scholar's academic and social challenges. DMSF's supportive programming begins before Scholars enter high school and continues until they graduate. Support features five core programs: Summer Bridge, Mentoring, Tutoring, College Counseling, and Summer Opportunities. DMSF's objective is to do everything possible to guarantee the success of its Scholars through continuous individualized analysis of progress, customized access to support, and intervention when appropriate.

DMSF supports talented students who demonstrate academic and leadership potential and have financial need. Murphy Scholars reflect the diversity of the City and identify as: Latinx (48%), African American

(35%), Caucasian (5%), Asian American (4%), multi-racial (7%) and other identities (1%). The median family income is \$37,800 and 67% are the first in their families to attend college.

DMSF is an independent nonprofit organization, governed by a committed Board of Directors, which actively seeks all of its support from individuals, foundations, institutions and corporations. The annual budget is \$5.3 million and the organization's endowment exceeds \$9 million.

THE CHIEF EDUCATION OFFICER

The Chief Education Officer will report to the Executive Director. In collaboration with the Board and senior leadership, the Chief Education Officer provides leadership and vision to DMSF's Education Department. The Chief Education Officer leads a team of eight full-time employees who support 500+ Murphy Scholars and lead all Scholar-facing work.



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.

RESPONSIBILITIES

The Chief Education Officer will have the following primary responsibilities:

Maintain relationships with DMSF's partnership high schools

- 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 and all Scholar-facing programs

- 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
- 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

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.

APPLICATION

To be considered for this role, please submit a resume and cover letter to careers@dmsf.org.