



**DIRECTOR OF PARTNERSHIPS: LAKE COUNTY**  
**Position Description**

*The Daniel Murphy Scholarship Fund unlocks educational opportunities for talented Chicago-area and Lake County 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](http://WWW.DMSF.ORG)**

At DMSF, we envision a world in which every student has access to a high-quality education and the support they need to succeed in life, regardless of financial means. DMSF has served promising Chicago-area 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 over 500 Scholars across 65 partner schools.

Murphy Scholars need support beyond financial aid to succeed at a rigorous, college-prep high school. 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. 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 ability, leadership potential and financial need. Murphy Scholars 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.

**THE DIRECTOR OF PARTNERSHIPS: LAKE COUNTY**

DMSF is excited to expand to serve young people in Lake County, beginning in the 2023-2024 school year. The first cohort of Murphy Scholars from Lake County will be the Class of 2028, entering high school in the fall of 2024. The Director of Partnerships will report to the Executive Director. In collaboration with senior leadership, this role will help build, refine and implement a strategy for Lake County Murphy Scholars. The Director of Partnerships will work to build partnerships with schools, communities, families and funders to support our expansion to Lake County, and design a robust program to ensure Scholars are supported and successful.

A successful Director of Partnerships candidate will be accomplished in relationship building, community outreach, working across a variety of stakeholders, and in the implementation of a new initiative.

**RESPONSIBILITIES**

The Director of Partnerships will have the following primary responsibilities:

- **Team lead for recruitment in Lake County:**
  - Lead recruitment strategy and execute recruitment plan to recruit qualified 8th grade students across Lake County at schools, CBOs, and communities
  - Develop relationships with DMSF feeder schools and community organizations
  - Coordinate DMSF Partnership Breakfast for Elementary School and High School Partners
  - Manage spring recruitment cycle of 7th graders and fall recruitment cycle of 8th graders
  - Monitor DMSF applications, answer admissions-related inquiries from prospective families, and assist in troubleshooting technical errors
  - Create and disseminate recruitment materials across various media outlets as well as to grade schools and organizations
  - Attend and host community events to represent DMSF and spread awareness of our work
  
- **Implement the interview process for Lake County applicants:**
  - Coordinate volunteer readers of applications
  - Assist the Chief Education Officer in selecting candidates from the applicant pool to be interviewed
  - Schedule all DMSF volunteer interviewers, hosts, and translators
  - Provide advice to candidates who are interviewed on which high schools might be appropriate
  - Assist with school placements for newly-awarded DMSF scholars
  - Provide families with guidance to ensure a smooth and successful high school placement experience
  
- **Develop and maintain relationships with DMSF's partnership high schools**
  - Deepen relationships with current partners and explore new relationships and partners as needed
  - Evaluate viability of potential school partners and make recommendations for new partners
  - Serve as liaison between school partners and DMSF
  - Build and manage partnerships with organizations, institutions and individuals who share a commitment to our mission
  
- **In collaboration with the Education team, support programming to onboard new Lake County Scholars and families including:**
  - Induction Ceremony
  - Orientation
  - Summer Bridge
  
- **Other Responsibilities:**
  - Support in the planning and execution of funder meetings.
  - Be an active member of the organization's team and serve as an ambassador for the organization.
  - Be an active participant in organization-wide events.

## QUALIFICATIONS

- Bachelor's degree.
- 3-5 years of experience in nonprofits or education.
- Knowledge of Lake County and the education landscape in the Chicago area.
- Experience building trust and rapport with schools, students, families, communities, boards and volunteers.
- A positive and authentic approach to relationship building that inspires a genuine investment in improving the lives of Murphy Scholars and students from Lake County.
- A high degree of initiative and energy; the ability to manage multiple priorities, simultaneously.
- Work experience in the field of education and/or an advanced degree in education or a field relevant to DMSF's work is a plus.
- A high degree of initiative, confidence and energy to achieve and exceed goals.
- Excellent communication skills.

### **APPLICATION**

To be considered for this role, please submit a resume and cover letter to [careers@dmsf.org](mailto:careers@dmsf.org).