

Job Title: Branch Leader

Reports to: Chief Executive Officer (Twin Cities)

Admission Possible is seeking a Branch Leader to help support an expanding program, currently planned for the city of Milwaukee.

Admission Possible is a seven-year-old nonprofit organization dedicated to helping promising, motivated low-income young people earn admission to college. We identify students with the motivation and potential for college, and then provide them with (1) SAT/ACT test preparation; (2) guidance in the college application process; (3) assistance in the financial aid application process; and (4) guidance in transition to college. In 2007-08 we will serve over 1,200 students in the program, from 15 public high schools in the Twin Cities area. Since our founding in 2000, we have succeeded in helping more than 98% of our students earn admission to college!

We currently deliver our services with 48 AmeriCorps and VISTA Members and a regular staff of 14. To learn more, please visit: www.admissionpossible.org.

I. Job Summary

The Branch Leader is responsible for the overall operations of our proposed new expansion location in Milwaukee. The Branch Leader serves as the external face of Admission Possible to the local community and the various stakeholders of Admission Possible. Additionally, the Branch Leader is the general manager for the expansion location.

II. Specific responsibilities

A. Overall Branch Management: Serve as the overall leader of the expansion location. Provide overall management of the organization and directly supervise the Operations Coordinator. Work with the local Advisory Board to maintain community relations, identify potential supporters, and ensure program satisfaction. Instill and develop the organizational culture, one of the key components to our success as an organization.

B. Fundraising & Donor Development: Identify and implement funding strategies to support the expansion location office. In close collaboration with the Twin Cities based senior leadership team, develop and employ strategies to solicit donors. Network within the local community to garner programmatic and financial support for the work of Admission Possible. Enhance relationships with known supporters and cultivate relationships with new donors, including foundation and corporate contacts, as well as potential major individual donors. Lead grant-writing efforts, in coordination with and with support from the Twin Cities office where necessary. Schedule and attend meetings with key foundation and individual contacts with the Twin Cities' leadership and/or members of the local Advisory Board, as appropriate.

C. Program Development: Work in close collaboration with the local Program Manager and the Twin Cities' Chief Operating Officer to develop and implement the Admission Possible program in the local service area. Work collaboratively to maintain or enhance the standard for Admission Possible, both internally and externally, while achieving key metrics.

D. Marketing & Communications: Help to create Admission Possible brand identity in the community through various mediums. Oversee all marketing and communications efforts in the local community in close collaboration with the Twin Cities based communications department and the local Operations Coordinator. Provide strategic direction for all special events and media events. Based on the size of the branch staff, the Branch Leader will also be involved in implementation and delivery of selected strategies.

E. General Branch Operations: Provide branch leadership in all operational areas, including: human resources, information technology, facilities management, purchasing, budgeting, and finance/accounting. Work collaboratively with operations staff in the Twin Cities' office. Oversee the work of the local Operations Coordinator and ensure compliance with all applicable laws, regulations, rules, and Admission Possible standards.

III. Skills and Qualifications:

In addition to the requirements below, Admission Possible seeks to hire staff members and

service members who demonstrate the traits of an idealistic leader as expressed in our organizational value statement.
Bachelor's degree in related field and a minimum of five years related work experience demonstrating progressively increasing levels of responsibility;
Three or more years successful management experience showing progressively increasing levels of responsibility, including, but not limited to, success in creating and enhancing organizational culture;
Prior fundraising or development experience strongly preferred;
Strategic thinker who can communicate and implement the vision/plan for growth of the local organization;
Demonstrated leadership skills with both internal and external stakeholders;
Superior interpersonal and presentation skills;
Evidence of excellent relationship-building and maintenance;
Self-starter with the ability to juggle multiple projects and deadlines simultaneously;
Outstanding problem solver with an entrepreneurial spirit;
Flexible and adaptable to change;
Excellent written and verbal communication skills;
Experience with proposed expansion site location of Milwaukee appreciated, but not required;
Strong connection to the Admission Possible mission desired.

IV. Compensation

The starting salary will be commensurate with experience. Excellent benefits (complete health, dental, life, short-term and long-term insurance, retirement program and generous paid time off benefits).

V. Additional Information

A significant amount of time from date of hire until mid summer will be spent in St. Paul, Minnesota training and preparing for this new branch location. A transition to an office based in Milwaukee is anticipated for mid summer 2008.
Once the branch location is established, this position will require occasional travel to the Twin Cities, occasional travel to the corporate centers in and around Milwaukee (e.g. Madison), and frequent travel within the greater Milwaukee area.

To Apply:

Please send resume, cover letter, and three references (email welcome) to:

Holly Browskowski

Admission Possible

450 N. Syndicate Street, Suite #200

St. Paul, MN 55104

Phone: 651/917-3525

Email: Holly@AdmissionPossible.org

Web: www.admissionpossible.org