

## Job Description: Director of Network Expansion

<b>Position Status:</b>	Exempt, Full Time (1.0 FTE) Occasional evening/weekends required
<b>Location:</b>	Based at Communities In Schools of Virginia – State Office, Richmond; Current work environment is remote/hybrid, subject to change; Flexible work location pending availability to travel statewide with ease
<b>Reports to:</b>	President/State Director
<b>Benefits:</b>	Medical/Dental/Flexible spending, PTO, Holidays, Retirement matching
<b>Salary:</b>	Commensurate with experience

The CIS of Virginia (CIS-VA) office is a small, but high energy organization supporting 6 independent affiliates across Virginia in adherence to guidelines developed by the CIS national office. Our role is to drive statewide growth and help ensure local affiliates have the tools and capacity to provide and sustain strong student services in their local communities.

### Job Summary:

The CIS-VA Director of Network Expansion will work closely with the State Director to support the strategic priorities and core functions of the state office. This position will be primarily externally facing and responsible for providing leadership and support for the expansion of the CIS model of service delivery into new regions and school districts across Virginia as well as serving as a partner for existing affiliates in their strategic growth.

### Essential Functions:

- Develop standardized protocols and criteria with the State Director to assess the viability of expansion efforts in regions and school districts throughout the state.
  - Work in conjunction with Director of Data and Evaluation to analyze state data to identify high need communities for potential expansion
- Pursue identified leads and investigate high need communities for potential expansion.
- Initiate / develop relationships with local advocates / leaders and conduct individual meetings and community presentations grounded in a strong understanding of CIS service delivery and how it addresses locally identified barriers to academic achievement.
- Serve as point person during establishment of new affiliate following established CIS business practices including, but not limited to, conducting a community needs assessment, creating a formalized partnership with school district, establishing a local task force for feasibility study, filing necessary articles of incorporation and hiring a leadership team.
  - Identify and implement traditional CIS replication as well as innovative partnership strategies to support local efforts, while ensuring compliance with trademark licensing requirements.
  - Negotiate budgets with school districts and support resource development activities with local community partners to generate initial investments in the work.
  - Support the development of a strong local organizational infrastructure to ensure long term sustainability.
- Utilize network data to identify similar regional barriers and interface with current affiliate leadership to gain insight and showcase effectiveness of CIS to meet community needs.
- Develop strong relationships with existing affiliate leaders to ensure alignment of expansion strategy and reciprocal communication regarding expansion opportunities and progress.
- Coordinate state office resources to support local expansion efforts including access to expertise in areas of data and evaluation, service delivery, resource development, and marketing.

- Support current affiliate efforts to expand services into additional school districts or additional schools in current districts, providing assistance and state-level representation as needed.
- Track and report on progress of all expansion exploration and implementation efforts to State Director and state board.
- In coordination with leadership team, cultivate relationships with key state agency partners to align efforts and increase potential for funding of related CIS efforts.
- Participate in development and execution of network policy and advocacy efforts to maximize emerging opportunities.
- Work with state office development staff to ensure alignment of communications materials and relevancy to targeted audiences.
- Contribute to an environment of teamwork within the state office and across the affiliate network, demonstrating leadership qualities as part of the office's management team.
- Support resource development events and state office activities as requested.
- Other duties as assigned.

Job Qualifications:

Education:

- Bachelor's degree required, preferably in field of communications, public administration, education, nonprofit management, business or other related areas; Master's Degree preferred.

Experience:

- Minimum of five years at a manager level with multiple responsibilities in a nonprofit/or similar community organization; work with a federated organization preferred.
- Background in community organizing, program implementation/expansion or similar activity.
- Grounded in non-profit operations to navigate competing priorities while staying focused on mission and strategic goals.
- Preferred:
  - Knowledge and/or familiarity with public education system and structure
  - Experience and/or knowledge about advancing equity within historically marginalized communities

Demonstrated Skills:

- Exceptional relationship skills. Able to foster an environment of teamwork and possess strong leadership qualities while serving the needs of others.
- Comfortable dealing with a variety of personalities, positions and skill levels, works to find solutions.
- Public speaking and presentations for small to mid-sized audiences.
- Highly entrepreneurial; works independently, manages multiple priorities and achieves objectives
- Organized, efficient, detail and process oriented.
- Works within an identified budget, maximizing opportunities for cost savings while achieving goals.
- Competent with applicable computer hardware and software as needed: Microsoft Office Suite and experience with client relationship manager software a plus,
- Comfort with video and audio conferencing technology

Requirements:

- Pass criminal background check.
- Ability to work occasional evening and weekends.
- Access to reliable transportation and able to travel across Virginia to support expansion efforts.
- Ability to lift up to 20 pounds.

**To Apply:**

**Submit cover letter and resume to Rita Layne at [layner@cisofva.org](mailto:layner@cisofva.org)**