



POSITION ANNOUNCEMENT

POSTSECONDARY SUCCESS PROGRAM MANAGER

Reports to: Director of Postsecondary Success

Location: Hawai'i or San Francisco Bay Area

Apply by: June 27, 2022

ABOUT STUPSKI FOUNDATION

Hawai'i and the San Francisco Bay Area are home to culturally rich and rooted communities—across urban cities, rural areas, and neighbor islands—each with their own unique history, values, wisdom, and vision for the future. But too many members of our communities, especially people of color, face systemic barriers that disproportionately impact their lives. We believe in these communities' strength and the importance of building systems that serve them equitably and responsively, and we are committed to doing our part. That is why Stupski Foundation is spending all our assets this decade to ensure that our communities thrive today—and for future generations—in the places we call home in Hawai'i and the San Francisco Bay Area.

The Foundation supports organizations in Hawai'i and San Francisco and Alameda Counties that work across four issues:

- Early Brain Development (EBD): so every child—regardless of income— has an equal opportunity to thrive.
- Food Security (FS): so everyone has access to the food they need to live an active, healthy life.
- Postsecondary Success (PSS): so every youth is equipped to pursue a life and career that fulfills them.
- Serious Illness Care (SIC): so everyone has the health care and emotional support to live out the remainder of their lives with comfort and dignity.

The connections between the foods we grow and eat, the networks that prepare the next generation for the future, and the systems that support our health are vital to our overall well-being. By investing in community-led initiatives and collaborative systems change across these areas, we believe Hawai'i and the San Francisco Bay Area can become places where everyone enjoys a life marked by dignity, connectedness, and caring.

ABOUT THE OPPORTUNITY

We are looking for a reliable, creative, detail- and relationship-oriented professional to support our PSS team. The Postsecondary Success Program Manager ("Manager") will report to the Director of Postsecondary Success and will work closely with the team's Program Officers based in the Bay Area and Hawai'i. In addition to general coordination and administrative support, the Manager will



be responsible for key stakeholder and community engagement initiatives including our internship program.

As a spend down foundation, our staffing needs are greater currently and will decrease as we proceed toward the end of the foundation's life. As such, this is a temporary, time-limited position supporting our program teams from now until December 31, 2027.

Specifically, the Manager will provide calendar, email, travel, event, and clerical support to the Program Officers and Director in both Hawai'i and the Bay Area. Because our program work is heavily relationship-driven, the Manager's primary responsibilities will be helping to manage the calendar, correspondence, and documents needed to ensure we make the most out of our external meetings. Understanding of the local context in either the Bay Area or Hawai'i is therefore crucial to advance our work.

The Manager will be instrumental in helping the Foundation's Program Officers to implement ambitious grantmaking strategies. Our ability to build trust with partners doing the work in Hawai'i and the Bay Area will depend in large part on the Manager's work supporting the Foundation's Program Officers and Director. External relationships take time and attention to detail to cultivate, and a motivated professional can provide tremendous leverage in advancing the Foundation's mission in that way.

Additionally, in 2021, the Stupski Foundation piloted an innovative internship program that consists of predominantly transitional-aged youth (18–24) who either attended K–12 and/or a postsecondary institution in the San Francisco Bay Area or Hawai'i. The internship program is a unique opportunity to learn about the inner workings of a place-based foundation and gain meaningful exposure to the philanthropic sector at large. The Manager will support the internship operations and will have the opportunity to learn more about program development and community outreach and to engage in projects that guide our intern work, among many other aspects of the program.

The overall objectives of the internship program are twofold: 1) to include young people and their voices in our grant-making practices in an effort to amplify the impact of initiatives we fund and 2) to advance systems change in the philanthropic space by exposing young people to careers in philanthropy and simultaneously change the culture of philanthropic spaces to be more inclusive to stakeholders such as young adults. Thus, the Manager will work closely with our fast-paced and innovative team as well as deeply support our cohort of interns.

The internship program is only one part of a range of stakeholder engagement strategies that the PSS team may employ to advance our grant-making. The Manager will work with the Director and



the Program Officers in structuring other stakeholder engagement bodies that could include, but are not limited to, advisory bodies, participatory grant-making practices, etc.

The position has the following responsibilities:

Responsibilities—Coordination

- Coordinate and schedule in-person and virtual meetings and events for staff and others.
- Draft correspondence, including follow-up emails and thank-you notes.
- Enter contacts, correspondence, and grant check-in notes into Salesforce.
- Provide clerical support, including document review, editing, formatting, printing, filing, scanning, and note taking.
- Manage documents and files via Google Drive.
- Manage receipts and expenses via Expensify.
- Manage supply orders for both the internal team and external stakeholders.
- Draft materials such as external-facing slide decks and one-pagers.
- Draft forms required for grant administration.
- Conduct background research on issues and organizations, as preparation for external meetings.
- Arrange travel, which includes researching locations, planning itineraries, booking tickets and lodging, and planning gifts where appropriate.
- Coordinate and oversee small events, which include identifying and booking venues, sending invitations, distributing materials, and managing logistics day of.

Responsibilities—Internship Program & Stakeholder Engagement

- Develop a recruitment strategy for future internship participants, which includes outreach and application design.
- Structure an interview process that primarily accommodates intern candidates' needs and secondarily accommodates Stupski Foundation Advisors' needs.
- Once selected, gather intern schedules and begin designing a calendar of events (such as weekly reflection spaces, one-on-one supports, etc.) to support interns while being mindful of their schedules.
- Develop an onboarding and training process and professional development series that blends hiring logistics with student-friendly learning opportunities.
- Lead regular reflection spaces and individual reflection time with interns.
- Design intern learning experiences and educational activities that advance knowledge about the philanthropic space, such as a speaker series, shadow days, etc.
- Offer feedback to Advisors and the PSS team related to how the program is going.
- Collect internship-related feedback from all stakeholders assist the Postsecondary Success Program Officer in applying it to improving program design.



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- Work in collaboration with the communications team at Stupski Foundation to assist with intern-produced media projects and promote interns' work externally.
 - Research and collect feedback on the internship program to integrate into future program design and models.
 - Research philanthropic stakeholder engagement models to center students in our grant-making, such as advisory committees, participatory grant-making, etc.

A successful Manager possesses the following competencies and qualifications:

Qualifications & Competencies

- At least 3 years of experience as an educator or program coordinator or in similar capacity.
- Experience supporting young people in their professional development.
- Experience supporting multiple individuals in an organization.
- Ability to work well under limited supervision in a virtual environment.
- Reliable, flexible, and self-motivated, with a high degree of attention to detail.
- Excellent organizational and time-management skills, including the ability to set and meet deadlines and prioritize between multiple projects going on at once.
- Excellent written and verbal communication skills.
- Strong interpersonal skills, with the ability to maintain confidentiality and professionalism.
- Living in Hawai'i or the Bay Area and having understanding and appreciation for the local context.
- Strong working knowledge of Google Calendar, Google Docs, Google Drive, Google Slides, Salesforce, and Zoom.
- Ability to work during standard business hours of approximately 8:00 a.m.–4:00 p.m. Hawai'i time, though the position may require flexible hours for scheduled events.

Compensation

The salary range for this position is \$100,000-\$125,000, commensurate with qualifications and experience, including a comprehensive benefits package.

ABOUT THE APPLICATION PROCESS

Stupski Foundation is partnering with Inkinen Executive Search to facilitate this search.

Applications and nominations should be submitted by Monday, June 27, 2022 to executives@inkinen.com. To apply, please provide the following, addressed to the Stupski PSS Team (submit Microsoft Word or PDF files only):

- Cover letter – express your interest in the role and organization, and how your skills and experiences have prepared you for success as the Program Manager.
- Resume



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- List of three professional references (candidates will be notified in advance of any outreach to your references).
 - Please provide (1) a past or current supervisor, (2) a past or current peer, and (3) a past or current direct report. If you would like a PDF-fillable reference template, please email executives@inkinen.com.

For more information, please visit www.inkinen.com/stupski-program-manager. You may also contact Benjamin Ancheta of Inkinen Executive Search at 808.380.4175 or executives@inkinen.com.

The Stupski Foundation strives to foster a diverse, equitable, and inclusive culture focused on continuous learning and welcomes individuals with work and lived experiences in the issue areas and communities we seek to serve. The Foundation does not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin, age, size, sex, sexual orientation, marital status, disability, or any other characteristic protected by law and is an employment-at-will company.