Admission Possible

Executive Director - Milwaukee

Position Profile

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Admission Possible – Making College Possible

Organization

Admission Possible, a nonprofit organization founded in Minnesota in 2000, makes college admission and success possible for low-income students through an intensive curriculum of coaching and support. Our services include: ACT/SAT test preparation, college application assistance, financial aid consulting, guidance in the college transition, and support toward college degree completion.

Currently, they operate in three sites: Milwaukee, Minneapolis-St. Paul, with the newest location Omaha, launched in 2011. For the 2011-12 school years, we will serve nearly 8,700 students in 28 partner high schools and on nearly 150 campuses nationwide. In Omaha, a full-time, regular staff of three, along with four AmeriCorps and VISTA members, will establish a program to serve at least 60 low-income students in two schools during our inaugural year, growing the program to serve at least 400 students within three years. To learn more about the program model, please visit: www.AdmissionPossible.org.

Since 2000, 98 percent of Admission Possible students have earned admission to college.

Our leadership team members are available to speak about issues surrounding college access, financial aid and education policy issues. We can also arrange interviews with high school and college students who participate in our program.

Core Mission and Values

College-capable, low-income students are being left behind by their wealthier peers in accessing higher education. Many face a number of barriers to their academic success and lack resources to compete effectively for college admission. This disparity both perpetuates the achievement gap and threatens the vitality of our future workforce.

Admission Possible believes that helping students overcome these obstacles is the surest path to ending the cycle of poverty for them and for their families, thereby creating social change and meeting the long-term workforce development needs of the United States in an increasingly competitive global economy.

Across the country, every year there are at least 200,000 low-income high school graduates who are capable of attending college, but who do not go. Admission Possible is addressing this need through its high school program, college program and college planning workshops.
Idealistic Leadership:

Admission Possible students and staff strive to be idealistic leaders and create positive change as we work to ensure equal access to higher education. We aim to be idealistic leaders by living out the following values:

- **Strive to be Delightful:** People who constantly exceed expectations are not only delightful; they are always the most successful.
- **Energize those in Your Presence:** Positive energy creates positive energy. Almost anyone can identify problems and weaknesses, learn to identify solutions and take positive action.
- **Keep Your Eyes on the Prize:** Remember the Admission Possible mission and remember our students. Results matter more than anything else. You may never have another opportunity to do such meaningful work.
- **Challenge Cynicism:** You must have faith that positive change is possible, and actively work to make it happen. Never, ever doubt that you can help change the world.
- **Moccasin the Lives of Others:** Imagine life in someone else’s moccasins.
- **Learn to be Grateful:** No one in this world makes it on her or his own. Seek opportunities to express gratitude. Always thank people, and remember that hundreds of people have given time, money and other resource to make our work possible.
- **Have Fun:** Most people are about as happy as they make up their mind to be. Attitude is everything. Decide to laugh and be happy.

**Position Profile**

Admission Possible is seeking an Executive Director - Milwaukee to help support our program in Milwaukee. Admission Possible is part of a nationally-expanding nonprofit organization making college admission and success possible for low-income students through an intensive curriculum of coaching and support.

Admission Possible provides students with

1. ACT/SAT test preparation;
2. Guidance in the college application process;
3. Assistance in the financial aid application process; and
4. Guidance in transition to and through college. Since our founding in 2000, we have succeeded in helping 98 percent of our students earn admission to college!

The Executive Director is responsible for the overall operations of our location in Milwaukee. The Executive Director - Milwaukee serves as the external face of Admission Possible to the local community and the various stakeholders of Admission Possible.

**A. Overall Branch Management:** Serve as the general manager of the Milwaukee location. Provide overall management of the organization and directly supervise the Program Manager and External Relations and Operations Coordinator. Work with the local 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:** Identifies and implements funding strategies to raise adequate budget support for the site. In collaboration with National leadership, develops and employs strategies to solicit donors.

Enhances relationships with known supporters and cultivates relationships with new donors, including foundation and corporate contacts, as well as potential major individual donors. Leads grant-writing efforts, in coordination with and with support from the national office where appropriate. Schedules and attends meetings with key foundation and individual contacts with national leadership and/or members of the Local Board, as appropriate.

**C. Program Development:** Oversees the work of the Program Manager to develop and implement the Admission Possible program in the local service area. Works with the national program team to maintain or enhance the standard for Admission Possible, both internally and externally, while ensuring fidelity to our program model and achieving key metrics. Ensures appropriate evaluation of program efforts.
D. Marketing & Communications: Helps to create and maintain Admission Possible brand identity in the community. Oversees marketing and communications efforts in the local community in close collaboration with the national communications department and the local External Relations & Operations Coordinator. Serves as the organization's main spokesperson in the community. Provides strategic direction for special events and media efforts.

E. General Branch Operations: Provides active site leadership in all operational areas, including: human resources, information technology, facilities management, purchasing, budgeting, and finance/accounting. Works collaboratively with operations staff in the national office. Directs the work of the local External Relations & Operations Coordinator and ensures compliance with all applicable laws, regulations, rules, and Admission Possible policies and standards.

Professional Experience

In addition to the requirements below, Admission Possible seeks to hire staff and service members who demonstrate the traits of an idealistic leader as expressed in our organizational value statement and individuals that have a significant commitment to the mission of helping low-income students earn admission to college and persist toward degree completion.

• Bachelor’s degree required; master’s degree preferred;
• Five or more years successful senior management experience, including, but not limited to, success in creating and enhancing organizational culture;
• Prior fundraising or development experience required, with proven track record of building upon and expanding the organization’s donor base;
• Evidence of a results orientation in management, and a record of achieving desired outcomes;
• Strategic thinker who can communicate and implement the vision/plan for growth of the local organization;
• Outstanding problem solver with an entrepreneurial spirit;
• Demonstrated leadership skills that inspire and motivate both internal and external stakeholders;
• Superior interpersonal and presentation skills;
• Evidence of excellent collaborative and relationship-building abilities;
• Self-starter with the ability to juggle multiple projects and deadlines simultaneously;
• Flexible and adaptable to change;
• Excellent written and verbal communication skills;
• Comfort with budgets and financial management;
• Experience with the Milwaukee funder community preferred.