

Position and Candidate Specification

MATRICULATE

Matriculate

Chief Executive Officer

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[Matriculate](#) is a national nonprofit organization that empowers high-achieving, low-income juniors and seniors to attend high-graduation rate colleges where they will thrive. It utilizes a powerful network of highly trained undergraduate advisors to provide virtual support for these high school students for all aspects of the college search, application and selection process.



MATRICULATE'S MISSION

Matriculate's mission is to encourage high-achieving high school students from low-income backgrounds to make the leap to our nation's top colleges.

Our vision is that one day all high-achieving, low-income high school students in America will have access to colleges where they will thrive, giving them a unique opportunity to change the trajectory of their own lives and the lives of their families.

MATRICULATE'S MODEL

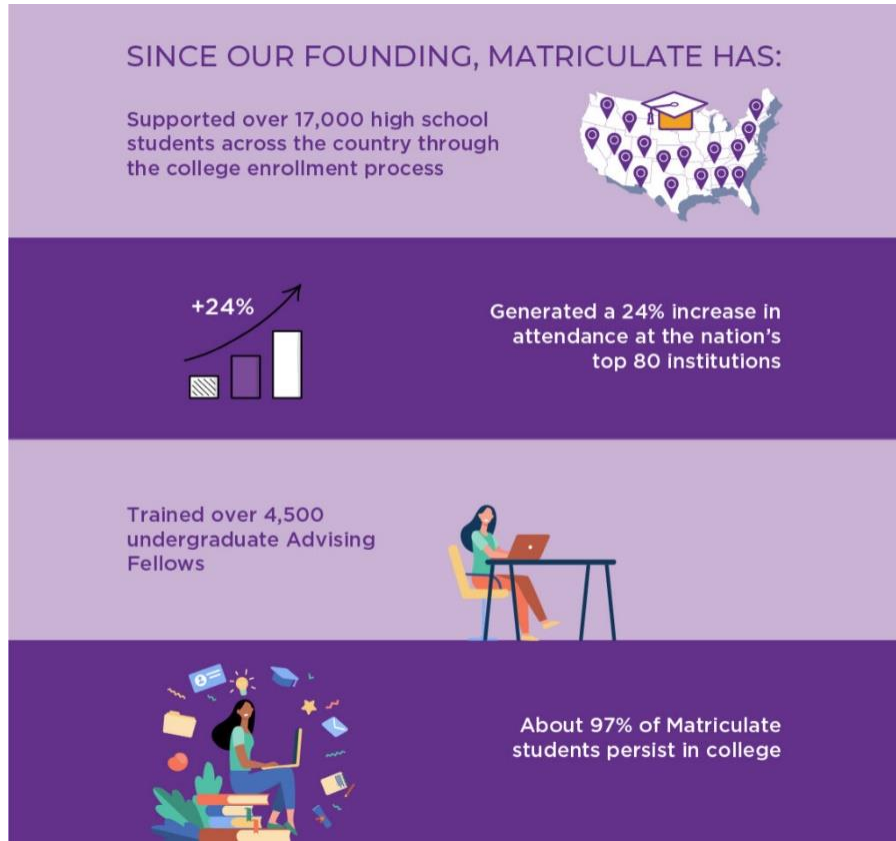
Over 50% of high-achieving, low-income students either don't apply to a single college or university or they undermatch academically. Research shows that if students do undermatch, they tend to perform only to the level of their peers at that specific institution—meaning, they persist and graduate at the same rate as all others at the college or university. Matriculate seeks to change this dynamic by helping its students focus on high graduation rate colleges and universities.

To close the gap, Matriculate Advising Fellows personally guide up to four high school students each through the college application, selection, financial aid, and enrollment process.

Over the course of a student's junior and senior years, an Advising Fellow provides the information, encouragement, and the tools that students need to matriculate to target colleges which have the academic, social, and financial support needed to allow students to graduate on time with low debt burdens.

MATRICULATE'S IMPACT

Since 2014, Matriculate has provided free, virtual college advising to more than 17,000 high school students across the country. Over the course of around 18 months, Matriculate high school students work one-on-one with their highly trained, near-peer advisors through a 31-step curriculum to build a balanced list, apply for financial aid, and ultimately enroll in college. Learn more about Matriculate's impact [here](#).



CORE VALUES

Student-Centered Mindset: We serve as allies with our students to help them access opportunities they have earned to build a more just and equitable country. All our work advances our mission, and in all our work we hold a student-centered mindset.

Valuing and Supporting the Team: We value and support our team and their well-being both in and out of work. We work hard and make time for levity and celebration. We actively make choices that promote flexibility and give team members the space to structure their time and maintain long-term sustainability.

Commitment to be a Diverse, Equitable and Inclusive Organization: We are committed to fostering a diverse, equitable, and inclusive organization. Staff, Advising Fellows, and High School Fellows shape and inform a culture that invites differing perspectives and ongoing dialogue to inform the way we interact together, our practices, and policies.

Continuous Learning: We embrace a mindset of continuous learning and recognize failure as a part of a learning culture. We regularly give and receive feedback and are accountable for both its intent and impact.

Ownership: We are all owners, accountable for our collective success and impact. We proactively identify problems, ask for what we need to be successful, and propose solutions. We communicate directly, respectfully, and with humility.

FINANCIAL AND OPERATIONAL HIGHLIGHTS

- \$7M budget in 2024 (up from \$3.5 in 2022) with institutional and individual philanthropy representing much of the revenue
- Team of 40 working remotely with work travel required
- Partnering with 15-17 college/university partners
- Partnering with other higher education adjacent organizations

The Chief Executive Officer (CEO) of Matriculate has the opportunity to lead and inspire a transformational college advising program that is supporting high-achieving, underrepresented students on their journey to gain access to high graduation rate colleges, where they will thrive. The CEO is responsible for providing overall strategic and operational leadership for the organization, as well as managing, implementing, refining and promoting plans and initiatives to achieve its objectives and drive impact. The next CEO will bring a passion for Matriculate’s mission and will serve as its chief spokesperson, both internally and externally, articulating its goals and values to its many constituencies.

The CEO is appointed by the Board of Directors and is responsible for all aspects of the organization, including overseeing the programming & business operations, leading the staff, and assuring the long-term, financial sustainability. In addition, the CEO will serve as the leading advocate for Matriculate and chief fundraiser for the organization, representing the institution externally within the education nonprofit community and beyond.

While Matriculate’s headquarters is in New York, the CEO can work remotely or from the office, as needed, based on the demands of specific tasks or personal work preferences. The CEO should expect and be willing to travel at least 25% of the time, especially at the beginning of the role.

KEY RELATIONSHIPS

Reports to	Board of Directors
Direct reports include	SVP, Program & Operations VP, External Affairs
Other key relationships	Staff College Partners Employer Partners Program Partners Community Leaders Philanthropic Partners

IDEAL EXPERIENCE

Mission Orientation - Leadership experience within, and personal commitment to, organizations aligned with Matriculate's mission and core values. Deep understanding of, and/or demonstrated appreciation for students, and the landscape of K-12 and higher education.

Inspiring and Enterprising Leader - Experience serving as an inspiring and authentic leader, communicator and relationship builder to a range of internal and external stakeholders with diverse experiences and viewpoints. A track record of innovative and entrepreneurial leadership within dynamic and growing organizations and diverse operational environments. Experience inspiring diverse, multigenerational, and high-performing teams while successfully driving results and growth.

Strategic Stewardship and Fundraising - A demonstrated ability to develop and execute strategy, manage, and align resources, use data, implement plans with fidelity, identify challenges and assess progress, and address gaps to achieve strong and consistently high results across all functional areas. A creative and ambitious advocate for philanthropic support with a track record of successful fundraising, including cultivating and stewarding major donors and external partners, preferred.

Organizational and Team Management Experience - A demonstrated ability to build, manage, and empower remote teams to operate collaboratively and perform at the highest level of quality, stability, trust, and effectiveness. Possesses strong financial and organizational acumen. Success building a collaborative culture and leading/managing a virtual organization preferred.

Demonstrated Commitment to Diversity, Equity, Inclusion – A demonstrated and unwavering commitment to diversity, equity, inclusion in all forms, internally and externally, as a personal and professional value. Track record of impact on organizational culture, systems, practices, and strategies which drive measurable progress on the dimensions of educational access, equity, and belonging.

Partnership with a Board - Experience partnering effectively and transparently with a Board of Directors. Ability to identify, cultivate, and land new Directors for the organization.

CRITICAL LEADERSHIP CAPABILITIES

Building Organizational Capacity

- Provides clear leadership and understanding of Matriculate's financial, physical, and human assets to manage the organization's evolving needs and growth aspirations.
- Anticipates future challenges and opportunities, illuminates, and builds awareness of emerging priorities and potential, and works with the Board, Leadership Team, and other partners to proactively adjust the organization's direction accordingly.
- Balances short-term decision-making while conveying a long-term vision for how Matriculate can evolve and scale to drive greater impact and results.
- Provides critical leadership to attract, retain, and empower a talented and diverse team; Promotes, models and sustains a culture of trust and accountability.

- Develops a strong relationship with the Matriculate Board of Directors, ensuring that both governance and leadership are aligned to set and achieve organizational priorities.

Inclusive Orientation

- Engages, inspires, and empowers a diverse, motivated, and high-performing team, bringing out each team member's personal best while modeling a passion for Matriculate's mission and delegating responsibilities as appropriate.
- Holds the organization accountable for its commitments, providing clarity, fairness, and constructive feedback, and motivates team members to reach their full potential as they achieve organizational goals. Invests in and promotes professional development and wellness for self and staff.
- Builds and sustains a culture where every member of the team can be supported in their work. Partners with staff as they think proactively and boldly about the future.
- Demonstrates a deep commitment to diversity, equity, and inclusion for students, staff, and the extended Matriculate community.

Collaborating and Partnering

- Articulates Matriculate's mission, culture, core purpose, and impact effectively and with passion, and serves as an authentic and compelling internal and external spokesperson.
- Cultivates and builds relationships with current and potential donors and partners, ultimately increasing Matriculate's funding to support greater impact. Partners closely with the External Affairs team to meet the ambitions of the organization.
- Impeccable credibility, integrity, and ability to create and maintain strong relationships built on trust and transparency with staff, High School Fellows, Advising Fellows, families, donors, and the extended Matriculate community.

OTHER PERSONAL CHARACTERISTICS

- Connection to, and infectious passion for the Matriculate mission to empower high-achieving high school students from low-income backgrounds to make the leap to our nation's top colleges.
- A love and passion for educational equity. Genuine interest in the lives of students, fellows, colleagues, and members of the extended Matriculate community.
- An empathetic, inclusive, transparent, courageous, and decisive leader with good judgement in alignment with Matriculate's core values.
- Confidence and willingness to listen openly, empower others, make challenging decisions, and share credit.
- Exceptional organizational, written, and verbal communication, public relations, and interpersonal skills. Thoughtful, inspiring, and able to articulate decisions in a clear manner.

COMPENSATION

\$250,000-\$300,000 based on skills, experience, abilities, and organizational needs. In addition to the annual salary, Matriculate offers a strong benefits package. Matriculate reserves the right to amend the range as market conditions evolve.

APPLICATIONS AND NOMINATIONS

To express interest or to nominate a potential candidate for the Matriculate CEO position, please email: MatriculateCEO@spencerstuart.com.

Matriculate is an equal opportunity employer fully committed to achieving a diverse workforce. Matriculate does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression.