Prep for Prep

Chief Executive Officer

PREPARED BY:
Meaghan Becker
Nordia Edwards
Tiffany Pollack

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Prep for Prep is an education and leadership development program that launches ethical and effective leaders who reflect our diverse society. Prep identifies New York City’s most promising students of color, prepares them to excel at the nation’s top independent schools throughout the Northeast, and supports their academic, professional and personal growth through college graduation and beyond. Many are the first in their families to graduate from college. Today, over 5,000 students and alumni in the Prep for Prep Community are leaders in every field imaginable.

Mission
Prep for Prep develops ethical and effective leaders who reflect our diverse society for the enduring benefit of all.

Our Motto
Excellence · Integrity · Commitment · Courage
From their first orientation, Prep students are taught our motto: Excellence, Integrity, Commitment and Courage. Underpinning the four words of the motto is the theme of Community. The motto becomes a touchstone—values that shape their actions and the Prep for Prep Community as a whole. Prep students and alumni strive to embody these words in everything they do.

Our History
Founded by South Bronx schoolteacher Gary Simons, with the support of Columbia University’s Teachers College, Prep for Prep opened its doors in 1978 with 25 students and three teachers. Eleven independent schools committed places in their seventh-grade classes to Prep for Prep students. Since 1978, Prep for Prep has identified New York City’s most promising students of color and prepared them for success at independent schools throughout the Northeast.

In 2002, Aileen Hefferren succeeded founder Gary Simons and has served as Chief Executive for nearly two decades, previously holding positions as Director of Operations and Director of Development before being appointed as Chief Executive in 2002. During her tenure, she has led the expansion of the program and its reach, cemented Prep’s leadership in the field and strengthened our financial foundation. Today, over 80 schools enroll more than 700 Prep students each year, engaging our 600 undergraduates and our increasing population of 3,000+ collegiate graduates. After twenty-five years of exceptional service, Aileen has announced her decision to step down as Chief Executive in early summer of 2020.

KEY PREP FOR PREP FACTS
- Operating budget: ~$13 million
- Endowment: ~$43 million
- Students: 700+ students in independent schools and 600 in college each year
- Alumni: 3,000+
- Staff: 75 Full-time and 90 Part-time positions
- Board of Trustees: 68 current members
- Independent School Partners: 70+
The Chief Executive Officer (CEO) of Prep for Prep has the opportunity to lead and inspire a transformational leadership development program that is creating a generation of diverse leaders. S/he is responsible for providing overall operational and strategic leadership for the organization, and managing, implementing, refining and promoting plans and strategies to achieve its objectives and drive impact. The next CEO will bring a personal and professional passion for the organization’s mission and will serve as Prep's chief spokesperson, both internally and externally, articulating its goals and values to its many constituencies.

The CEO is appointed by the Board of Trustees and is responsible for all aspects of the organization, including the academic and co-curricular programming and overall student and alumni experience, as well as the business operations of the organization, leading the staff and assuring the long-term, financial sustainability of the organization through strong fiscal management and ongoing philanthropic cultivation. In addition, the CEO will serve as the leading advocate for Prep students and chief fundraiser for the organization, representing the institution externally within the local education community, as well as within the New York City nonprofit community and beyond.

**KEY RELATIONSHIPS**

**Reports to**
Board of Trustees

**Direct reports**
- Associate Executive Director
- Director of Admissions
- Director of Academic Programs
- Director of Counseling
- Director of Leadership Development Opportunities
- Vice President for Administration
- Vice President for External Affairs

**Other key relationships**
Alumni, students, donors, parents, partner independent schools
IDEAL EXPERIENCE

Constituent Engagement
Accomplished leader with experience navigating and motivating a broad range of constituents which may include alumni, donors, parents, staff, students and a Board of Trustees.

Mission-Orientation
Passion for the organization’s mission, including strong alignment with its strategic direction, as well as familiarity with and demonstrated commitment and sensitivity to Prep student and family needs.

Commitment to Diversity
Experience serving diverse communities and a commitment to all facets of diversity and inclusion in all its forms.

Financial and Operational Expertise
Understanding of the financial and operational underpinnings of an organization as complex as Prep and the levers to ensure a fiscally sustainable institution. Additionally, proven ability in attracting, mentoring and retaining high-quality staff.

Fundraising
Ability to foster and inspire a culture of philanthropic support from alumni, board members, corporate sponsors, foundations, as well as members of the broader New York City community.

Partnering with Board of Trustees
Ability to effectively collaborate and partner with the Board of Trustees and recruit the "next generation" of Trustees.

Academic credentials
Strong academic credentials; advanced degree is preferred.

CRITICAL LEADERSHIP CAPABILITIES

Operational and Managerial Acumen
Working within an organization focused on maximizing resources and impact, the CEO will:

- Lead and oversee the operational aspects of the organization, ensuring that the financial, human and intellectual capital is deployed in its highest and best use;
- Attract, mentor, develop and retain high-quality staff, including empowering and effectively delegating to senior leadership team;
- Create visibility and engagement at all levels of the organization—including with a highly engaged and accomplished alumni community, dedicated Board with diverse professional skills and perspectives, a broad range of staff members, students and families; and,
- Possess the ability to recognize environmental changes when they occur and respond appropriately to support Prep's objectives across all programs and services.
**Strategic Visionary**

In an evolving and increasingly competitive market, the CEO will:

- **Engage** in a strategic plan to chart Prep's future direction for programs, people, fundraising and community influence;
- **Understand** the changing landscape of education in NYC and bring a vision to launch new program initiatives, including health and wellness support programs;
- **Demonstrate** sound business judgment, as well as a deep appreciation for, understanding of, and commitment to Prep's vision and strategy, ensuring that support of the mission is central to all decision-making;
- **Develop** strategies for engaging and utilizing growing alumni community to advance the mission of Prep for Prep; and,
- **Identify and promote** opportunities to leverage Prep's work and outcomes, brand and capabilities, as both a thought and action leader.

**Profile Raising**

As the chief fundraiser and external advocate and spokesperson for Prep, the CEO will:

- **Maintain and expand** upon existing energy and enthusiasm for the organization’s mission and objectives. Act as a compelling spokesperson to engage and inspire new potential donors, as well as maintain and further develop existing donors around the objectives of the organization;
- **Maintain and continue to build** strong ties with our 70+ independent partner schools with an eye towards building bridges of common interest and enhanced efficacy;
- **Develop and implement** systems and strategies to enhance data that will support and facilitate growth and diversification of philanthropic support and school partnerships; and,
- **Constructively engage** with the staff, Board of Trustees, and alumni to ensure and promote the effectiveness of the Lilac Ball and other events throughout the year that promote our overall development efforts.