



## EXECUTIVE DIRECTOR

Updated January 2021

### POSITION OVERVIEW:

The Executive Director (ED) reports to the Board Of Directors (BOD) and is responsible for the organization's consistent achievement of its mission, program operations, and financial objectives.

School Of Economics (SOE) is a 501(c)3 organization. The ED shall:

- Ensure that the organization is in compliance with federal, state, and local regulations.
- Maintain a working knowledge of significant developments in the field.
- Communicate effectively with the BOD, providing members with all information necessary to make informed decisions in a timely and accurate manner.
- Arrange Directors and Officers Insurance.
- Attend all board meetings and serve ex-officio on committees.
- Carry out plans and policies authorized by the BOD.

The ED is the public face of the organization. They shall promote a positive image of SOE and effectively represent the nonprofit organization to stakeholders including donors, foundations, corporations, school districts, teachers, students, volunteers, and the public community.

### RESPONSIBILITIES:

#### Strategy:

- Serve on and actively contribute to the BOD Strategic Planning Committee.
- Develop, execute, and report on annual goals aligned with the strategic plan.
- Develop long-term goals and make consistent progress toward realizing the strategic plan.

#### Leadership and Management:

- Ensure excellence and consistent quality of leadership, administration, SOE staff, programs, technology, finance, fundraising, communications, marketing, and resources needed to achieve the strategic goals.
- Develop and support a strong BOD.
- Actively engage and energize SOE board members, staff, volunteers, and stakeholders.
- Hire, inspire, lead, and manage a diverse and inclusive team of employees.
  - Attract and retain top performers.
  - Perform background checks.
  - Coach through continuous feedback, mentoring and leading by example.
  - Comply with employment laws and best practices.
    - Draft and follow employment policies and procedures.
    - Provide an employee handbook and training.
- Write job descriptions and expectations.
- Ensure effective systems are in place to regularly evaluate staff.

- Follow SOE procedures for employee discipline or termination.
- Document performance issues or improvement plans.
- Maintain confidentiality.
- Carry Worker's Compensation insurance and EPLI.
- Provide health and welfare benefit plans.
- Supply staff with needed information, resources, and technology.
- Offer opportunities for professional development and advancement.
- Plan for succession.

### **Program Operations:**

- Directly supervise the Operations Manager.
- Work together to perform general management duties and ensure successful operations.
  - Oversee day-to-day operations.
    - Schedule programs efficiently.
    - Record demographics of population served.
    - Report demographics quarterly to UMB, per contract.
    - Communicate expectations clearly with attending teachers and school districts.
      - Get signed contracts and MOUs.
      - Assist teachers with class preparation.
    - Provide relevant curriculum aligned with state and local learning standards.
  - Regularly evaluate programs.
    - Measure impact and outputs.
    - Gather participant feedback and suggestions.
    - Implement improvements.
    - Consider new programs in alignment with mission.
    - Stay relevant to real world learning and workplace skills.
  - Manage instructional staff.
  - Welcome and train volunteers.
    - Conduct background checks on community volunteers.
    - Maintain the safety of participating students.
  - Purchase program supplies.
    - Manage inventory efficiently.
  - Identify and implement cost-effective ways to deliver programs to clients.
  - Care for SOE facilities and arrange needed maintenance or services.
  - Prepare emergency response plans.
- Develop an operations budget for income and expenses.
- Achieve maximum mission impact with available resources.

### **Financial Management:**

- Serve with and present monthly reports to the SOE Treasurer and Finance Committee.
  - Understand and be able to explain what the numbers are saying.
  - Anticipate challenges and communicate them in a timely fashion.
- Develop an organizational budget for income and expenses; operate within the budget.
- Manage SOE cash flow and banking.
- Use standard accounting practices.
- Invoice clients for services and collect payments.
- Pay bills.
- Process payroll.
  - Track functional use of time.
- File 990 tax returns annually.
- Follow SOE procedures for handling cash and checks.
- Honor donor intent.
- Conduct annual audit or financial review.

### **Administration:**

- Maintain official records and documents.
- Work with the Board Secretary to record and publish meeting minutes.
- Provide efficient office technology and IT training.
- Identify and plan for infrastructure growth to parallel program growth.

### **Fundraising:**

- Directly supervise the Development Director.
  - Plan for department expansion and specialization in donor data management, grant writing, and events
- Work together to develop a fundraising strategy for SOE.
  - Diversify revenue streams.
  - Secure funding to support of SOE operations and programs.
    - Individual donations
    - Corporate donations
    - Foundations
    - In-kind donations of needed goods and services
    - Assist board members in meeting their personal fundraising expectations.
  - Create, initiate, and oversee events, annual appeals, campaigns, capacity building, and other development activities.
  - Create sponsorship packages with benefits of giving.
  - Supply social media, website, and blog or newsletter content that aligns with development and volunteer messaging.
  - Recruit needed program volunteers.
    - Be aware of workplaces with VTO or matching funds.
- Determine development goals and budgets.
- Review and evaluate development plans and achievements on a regular basis.

### **Marketing and Communications:**

- Raise SOE brand awareness.
  - Maintain a visual presence on social media.
    - Mention UMB once per month on each social media channel per contract agreement.
    - Learn from analytics to maximize impact.
  - Write a monthly blog or newsletter.
  - Arrange professional photography.
  - Make promotional and educational videos.
  - Manage the SOE website.
    - Curate content for potential donors, school districts and teachers, and parents.
    - Use Search Engine Optimization and analyze reach.
    - Process donations on the website.
    - Maintain a portal of information for board members.
  - Create fundraising materials, presentations, and communication pieces consistent with branding.
  - Help SOE staff, volunteers, attending teachers, and students translate their work into compelling stories that resonate with stakeholders.
- Prepare emergency response communications.
- Share a communications plan with UMB at least 30 days prior to the start of the school year.

### **PROFESSIONAL DEVELOPMENT STANDARDS:**

- Keep abreast of nonprofit industry trends by active membership in professional associations, networking with peers, reading or listening to experts, continuing education, or other means.
- Be aware of the competitive and political environment.
- Understand the education community and changes within that affect our clients.
- Routinely interact with corporate executives, foundation leaders, and board members for the purpose of cultivating personal relationships.
- Demonstrate ability to work in a fast-paced, inter-disciplinary setting.
- Have an entrepreneurial mindset with innovative approaches.
- Solve problems with diplomacy, flexibility, and good judgement.
- Be a team player. Lift others.
  
- Follow all SOE policies and procedures.
  - Maintain a safe working environment.
  - Respect diversity and inclusion.
  - Recognize how your work affects others.
  - Maintain confidentiality of company business, donors, and clients.
  - Dress for your day.
  - Be punctual.
  - Pass a child safety background check

#### **QUALIFICATIONS:**

- Passion for the SOE mission.
- Minimum of 4 years' service in senior nonprofit leadership, preferably as Executive Director.
- Advanced college degree or professional development relating to nonprofit management.
- Strategic planning experience.
- Proven success working with a Board of Directors.
- Supervisory experience. Knowledge of employment regulations and best practices.
- Commitment to quality programs and data-driven program evaluation.
- Aptitude for multi-tasking and project management.
- Comfort working in a fast-paced, sometimes noisy, and crowded environment.
- Demonstrated financial management skills.
- Exceptional verbal and written communication.
- Proficiency in Microsoft Office products. Willingness to learn new tools.

#### **AAP/EEO STATEMENT**

School Of Economics provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, School Of Economics complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

#### **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

#### **Signatures:**

This job description has been approved by the Board of Directors:

Board President \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_