



Executive Director

Part Time (0.375 FTE - 15 hours per week)

Location: Remote

Salary: \$30,000

Start Date: **6/1/2022**

The mission of Education is Forever (EiF) is to increase educational attainment for young adults from alternative high schools by providing access to supportive resources that allow students to thrive in and out of college. EiF is currently in a period of growth and is seeking a part-time Executive Director. The Executive Director will provide innovative leadership and strategic vision to all aspects of EiF's development, operational, and programmatic efforts to ensure a quality program of services, sound fiscal operation and effective management of all internal and external affairs.

We recognize that underrepresented groups such as women and BIPOC individuals are historically less likely to apply to a role if they don't meet 100% of the listed qualifications. We encourage you to apply if you meet a majority of the qualifications and this role is aligned with your career trajectory.

Job Responsibilities

Leadership/ Strategy - 20%

- Act as the leader and representative of Education is Forever
- Work alongside the Board of Directors in developing and reviewing the organization's mission, annual budget, strategic plan, fundraising and programmatic goals
- Establish and maintain a deep familiarity with core programmatic and operational activities across the organization
- Establish systems to create a foundation for Education is Forever to grow - including internal operations, materials, and resources in an organized manner
- Ensure adherence of the organization's daily activities and long-term plans to established policies and legal guidelines
- Communicate the goals, purposes, and programs of the organization to partner organizations, the news media and other audiences

Development - 50%

- Work with the Board to implement a fundraising plan - including learning about and maintaining an efficient strategy for individual giving, grants (foundation, corporate, and government), and special events
- Familiarize and build onto existing development materials
- Write grants including Letter of Inquiries, full grant applications, and following up on reporting deadlines through Written Grant Reports

Program - 30%

- Work with the Board to develop a Programmatic plan starting with the 2022-2023 year
- Oversee the facilitation of the program, which may include case management, workshops, and developing partnerships
 - Provide case management to scholarship and fellowship recipients that promotes successful completion of EiF programming and college courses
 - Facilitate regular workshops to alternative high school and college students to increase college readiness, persistence, and success
 - Collaborate with partner high school staff to develop shared-programs, fundraise, and serve students
- Create reports at the end of each semester through tracked qualitative and quantitative data

Essential Qualifications

- AA and/or BA Degree in a relevant field
- Extensive experience in the field of alternative education and college access, ideally in a governing or fundraising capacity
- Familiarity with all aspects of non-profit management, including principles, concepts, techniques and procedures.
- Deep commitment to EiF's mission and goals, including working closely with individuals and groups of diverse backgrounds and perspectives
- Strong communication and writing skills
- Emotional intelligence
- Culturally aware and responsive
- Deep self-awareness and the ability to self-reflect
- Strong organizational skills and the ability to structure own time and to manage multiple priorities

- Superb active listening skills
- The ability to communicate through an anti-racist lens
- Strong facilitative and coaching skills
- Patience

Compensation and Benefits

EiF offers competitive compensation, flexible work policies, and a collaborative work environment. Our benefits package includes medical, dental, and vision insurance. We also offer opportunities for professional development.

How to Apply

Please submit your cover letter and resume to Aaron.Scholl@eduisforever.org with “Executive Director” in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

We seek candidates who share a commitment to Education is Forever’s mission. We especially encourage applications from candidates of diverse socio-economic backgrounds; and/or who reflect the cultural, ethnic and racial diversity of our students.

Statement of Non-Discrimination

Education is Forever provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

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.