

Executive Director Position Description

THE ORGANIZATION

Cradle to Career/Louisville Promise Desired Result: Every child in Louisville is prepared for college, career, and a successful, productive life.

Cradle to Career/Louisville Promise Mission: We will provide the caring, belief, access, and supports each student needs to achieve and succeed and will work to remove and mitigate the systemic barriers of poverty and institutional racism.

Vision: An unprecedented partnership among public and private sectors to remove barriers and ensure that every child in Louisville is prepared for postsecondary success, whether it be college, an apprenticeship or skills certificate, along with a career and a successful, productive life.

ABOUT: Cradle to Career/Louisville Promise is about working to remove and mitigate the systemic barriers of poverty and institutional racism and creating a new system that acknowledges our past and involves the entire community in building a better future. This will be achieved in the following ways:

- 1) Coordinate delivery of personalized and innovative wrap-around services to address inequities, drive learning and student achievement
- 2) Create and manage a scholarship fund to make earning a college degree affordable for every JCPS graduate who meets college entrance requirements. The goal is to be a “last-dollar” scholarship that will, at least, pay any remaining tuition and fees after the student applies for and receives any federal or state grants

A dedicated group of community leaders are fostering this effort through partnerships among public, private, and non-profit agencies working together in new ways to help students overcome barriers to college completion and workforce readiness.

The Cradle to Career/~~Louisville~~-Louisville Promise partners have pledged to collaborate, communicate, and share outcomes by aligning the goals and metrics of their respective entities to the goals of the Louisville Cradle to Career/Louisville Promise strategies.

For more information about the organization and its partners visit <http://www.louisvillepromise.org>

THE POSITION

Title: Executive Director

Position Summary: Reporting to the Board of Directors, the Executive Director will be a visionary and innovative leader with overall strategic and operational responsibility for staff, programs, expansion, and execution of the organization's mission. She or he will develop a deep knowledge of the field, core programs, operations, and business plans. He or she will create and evaluate strategies, hire teams, set budgets, forge alliances, and build partnerships to further the mission.

Responsibilities

Leadership & Management:

- Become the community face and voice of the organization
- Actively engage and energize a network of diverse residents, volunteers, board members, committees and partnering organizations
- Develop and facilitate cross-agency agreements to build data platforms and budget alignment for long-term planning, monitoring and tracking services, related student outcomes and data-driven decision-making
- Drive implementation of priority programs and wrap around services
- Develop and implement scholarship program
- Implement and lead data driven continuous improvement culture to monitor and improve outcomes
- Lead, coach, develop, and retain a high-performance management team and support staff. Expected initial staff size is 6-8 people, some of which may migrate from existing organizations
- A public servant accountable for key performance outcomes

Fundraising:

- Accountable for fundraising financial objectives set by the Board
- Support development of the scholarship strategy
- Expand and create revenue generating and fundraising activities to support operations and scholarship fund

Communication:

- Represent the organization in the community including its vision, strategies and outcomes via community and business events and various media
- Share data with partner organizations to coordinate strategies and galvanize action
- Inform the Board regularly of internal organization matters, including relevant updates on program strategies, outcomes, finances and staffing

Finance & Administration:

- Manage fiscal operations of the organization
- Manage the local operating budget and allocate resources appropriately
- Review and approve all monthly, quarterly and annual financial reports and present to relevant stakeholders
- Manage relationships with outside financial advisors

Qualifications

- The Executive Director will be thoroughly committed to the organization's mission. All candidates should have proven leadership abilities, a strong commitment to diversity and inclusion, coaching, and relationship management experience. The ideal candidate will be a highly effective communicator and understand the needs of the economically vulnerable in our community. Attributes of the candidate include: passion, integrity, positivity, mission-driven, self-directed, idealistic yet pragmatic, and possess an entrepreneurial spirit.

Specific requirements include:

- Bachelor's Degree
- Advanced degree or certification preferable
- Ability to garner grassroots support and engage and influence grassroots leaders, volunteers and donors
- At least 5-7 years of management experience; track record of effectively leading and scaling performance and outcomes-based non-profit organization and staff
- Excellence in organizational management with the ability to coach staff, manage, and develop teams, set and achieve strategic objectives and manage a budget
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strategically focused with the ability to align and integrate work across multiple community partners
- High sense of urgency to act
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal skills
- Experience analyzing and leveraging data to drive continuous improvement

Salary and employment package commensurate with experience and other qualifications.

Interested persons should submit by email a resume or CV and cover letter detailing why the candidate is interested in this position and their qualifications. The cover letter must not exceed two pages.

Please send to: loupromise@cflouisville.org

This organization is an Equal Employment Opportunity employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.