



TITLE/POSITION: Senior Director of Education
DEPARTMENT: Education, Senior Leadership
DATE: Spring 2021

Junior Achievement is the world's largest organization dedicated to giving students the knowledge and skills they need to own their economic success, plan for their future, and make smart academic and economic choices.

Junior Achievement of Central Carolinas, located in Camp North End, works with corporate and community volunteers to deliver curriculum-based programming. The relevant, hands-on experiences give students from kindergarten through high school knowledge and skills to increase their likelihood of experiencing career success, starting a business and positively navigating economic mobility. Visit JAc Carolinas.org for more information.

POSITION DESCRIPTION:

The Senior Director of Education will serve as a critical member of the executive management team. In collaboration with the CEO, the Senior Director will articulate and implement the strategic vision and leadership of Junior Achievement of Central Carolinas education programs; oversee an extensive portfolio of programs and people; evaluate the impact of programs to provide ongoing feedback; assist the CEO to promote and diversify partnerships through ensuring effective stewardship to create a mix of corporate, individual, foundation and government philanthropic support; raise JACC's profile through external communications and school collaboration; provide mentoring, guidance, supervision, and professional development to all mid-level management associates; and enhance the structure of the organization by staying abreast of developments in youth development and education.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Leadership, Staff Management and Organizational Strategy

- In coordination with the CEO, play a key role in the overall development, strategic planning, program delivery and management of the organization across departments.
- Directly supervise directors, managers and coordinators; working closely with senior program staff to build their skills and confidence so that they can mentor, encourage and motivate all staff.
- Aid in and provide guidance on how to troubleshoot program and staff performance challenges.
- Mentor directors, managers, and coordinators on how to proactively engage in planning to improve program management.
- Deploy resources efficiently and effectively toward organizational goals, working with staff to balance workload and effort and provide regular feedback so that key staff can continuously improve their supervision and mentoring skills.
- Create and support a high performing culture in the program department aligned with JACC core values: confidence, discipline and professionalism.
- Develop a team-based environment to motivate and inspire staff to work collaboratively toward vision and goal, by clearly communicating JACC's vision, implementing quarterly performance plans and mentoring.
- Coordinate with the CEO to identify and create leadership and professional development opportunities for staff.
- Establish annual program, departmental and staff goals and outcomes and track results against these goals as well as accountability protocols.
- Participate in the budget development process and maintain a high level of fiscal responsibility.
- Under the advisement of the Board of Directors and in partnership with the CEO, implement new strategic plan, as well as develop and implement new initiatives that reflect the organization's mission and should reflect the community's needs.
- Serve as liaison to key community partners, in particular the City of Charlotte - Mayor's Youth Employment Commission, Charlotte Mecklenburg Schools and other critical school districts in the service area.

Program Oversight, Expansion and Evaluation

- Oversee the coordination, integration, and delivery of all programs, partnerships, and related services, promoting collaborative relationships between program areas and ensuring that the expectations of funders, partners, constituents and other

stakeholders are consistently met.

- In partnership with the CEO, lead the stewardship of new and existing relationships with new district, charter and independent school partnerships throughout your designated region or across regions.
- Project manage all aspects of the full-cycle partnership engagement process and collaborate in creative problem solving with potential partners to remove barriers to program implementation.
- Respond to government and foundation requests for proposals and applications in partnership with development and senior staff; coordinate planning and activities necessary for development of model program designs in response to RFPs and RFAs.
- Work closely with the finance department to budget and monitor programmatic operations to ensure sound fiscal and system management.
- Ensure the delivery of qualitative and quantitative goals and outcomes of programs and services.
- Coordinate and analyze the appropriate data to inform the programmatic and operational decision-making process.
- Use BCRM platform to increase efficiency, transparency and collaborative efforts among teams.
- Determine staffing plans to achieve program goals and objectives and participate in hiring decisions for new program staff.
- Deepen existing and create new performance and outcome measures for outreach and recruitment, impact and other measures that are core to JACC's mission.
- Develop an assessment protocol to determine the feasibility and sustainability of programs as well as lead to more effective and efficient program delivery.
- Analyze and assess programs based on data collected and implement corrective measures if required.

What We Are Looking For:

- Excellent writing and communication skills and ability to develop short- and long-term plans to support revenue generation.
- Track record in successful project management and ability to multitask.
- Management/supervisory experience of both staff and volunteers with an ability to grow and recruit development talent and monitor for results.
- Strong understanding of and hands-on experience with partner database a must, preferably with BCRM
- Must be able to set priorities and move multiple projects in a fast-paced, deadline-driven environment; identify and communicate potential needs or problems; and be flexible when priorities are unexpectedly shifted.
- Big picture thinker, but detail oriented and able to manage multiple tasks in a fast-paced environment.
- Tact, diplomacy, professionalism, sense of humor and ability to work as part of a diverse team.
- Excellent communication skills and a keen ability to foster, build, and maintain relationships on all levels, with specific experience on "moves management" and an understanding of how to deepen and grow existing partnerships and create new ones.
- Extensive knowledge of the education landscape; understanding of or exposure to expanded learning models and experiential learning pedagogy a plus.
- A proven ability to drive results and meet specific measurable goals.
- Maintains a high level of integrity and consistent ethical judgement.

QUALIFICATIONS:

- Bachelor's degree required, Master's degree in business preferred.
- A minimum of eight years leadership experience in a nonprofit, government, overseeing multiple programs ideally at an organization serving K-12 schools.
- Passion for JA's mission and purpose and an ability to communicate this passion to others.
- Demonstrated experience managing a high-performing team structure to include professional development and mentorship.
- Comprehensive working knowledge of program planning, organizational structure, budgeting, administrative operations and fundraising.
- Expertise in one or more of the following service areas: education, youth development, career-readiness, employment, or financial literacy.
- Demonstrated ability to analyze and compile complex data for planning and reporting purposes.
- Excellent communication skills, both written and oral, with the ability to represent the organization externally across a wide range of stakeholders and constituencies.
- Strong relationship builder with the ability to find common ground, build consensus and strengthen collaboration among diverse stakeholders.
- Strong community awareness and astuteness.
- Ability to successfully navigate in a fast-paced, outcomes-driven, and entrepreneurial environment.
- Demonstrated commitment to the values of diversity, inclusiveness and empowerment.

SCHEDULE AND COMPENSATION:

This is a salaried position with a compensation package that includes generous paid time off, medical benefits and additional workplace benefits. Regular work hours are 8:00am-4:30pm (minimum 37.5-hour work week), however fulfilling responsibilities and meeting goals may require additional hours. This position works from the administrative offices at the TowneBank Opportunity HQ in Charlotte, North Carolina. Occasional special event support will be required on some weeknights.

PYSICAL REQUIREMENTS:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to: sit, walk, occasionally required to reach with hands and arms, continually required to talk or hear, occasionally required to bend, lift, or climb, frequently required to lift and carry light weights (25-50 pounds), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.

Junior Achievement of Central Carolinas is an equal opportunity employer.

TO APPLY: Please send resume and cover letter to hr@jacarolinas.org. Salary requirements MUST accompany cover letter.