

Earn & Learn East Bay Director

Job Description

Role:

Reporting to the Steering Committee, the Director will have overall strategic and operational responsibility for staff, programs, expansion, and execution of the mission. The Director will be the key leader of Earn & Learn East Bay. She/he/they will be responsible for communicating professionally, diplomatically, effectively and in a timely and accurate manner with the respective staff and to the Steering Committee to ensure properly informed decisions can be made promptly. She/he/they will work with a sense of urgency in executing and developing current and prospective, private, federal and state funding mechanisms and donors, in line with established annual fundraising objectives established by the Steering Committee. She/he/they will engage with strategic partners to effectively execute ELEB mission and expand its impact, outreach and branding.

Responsibilities

- Implement strategy for the development and growth of the initiative under the direction of the Steering Committee
- Serve as the primary external spokesperson and representative for Earn & Learn with employers, partners, public officials and other stakeholders
- Manage the operations of the initiative, including directing operations manager, other staff and consultants, and building out systems
- Financial oversight and management of Earn & Learn, including budgeting and grant management
- Fundraise to corporate, philanthropic and public sources, including coordinating with partners on shared fundraising
- Working with staff, support partners' capacity building in being successful in implementing Earn & Learn
- Further develop and manage the brand, including marketing, employer and partner experience and strategic relationships
- Review and recommend contracts for services
- Convenes a Design Team of staff and consultants of key stakeholders to co-develop Earn & Learn

Requirements:

- Bachelor's degree required, with at least 5 years of management experience; track record of effectively leading a regional or national program or initiative
- Unwavering commitment to diversity, equity and inclusion
- Experience in professional development and change management
- Experience managing a professional learning community

- Knowledge of youth development, school districts, community colleges, workforce development boards and community-based organizations.
- Past success on boards or working with a board or committees with the ability to cultivate strong relationships
- Strong marketing, public relations and fundraising experience with the ability to engage in a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business
- Excellent public speaking abilities
- Mission-driven and self-directed
- Start-up mentality, excellent communicator, organized and ability to work in a collaborative culture

Salary: Commensurate with experience

The Contra Costa Economic Partnership acts as the fiscal agent of Earn and Learn East Bay.

To apply please send resume and cover letter to jobs@ccpartnership.org. Applications accepted until January 25, 2019.