



Job Description:

Title:	Executive Director
Status:	Full-time, salaried exempt
Closing Date:	Applications will be accepted until a suitable candidate is hired

OnTrack Washington County: OnTrack focuses on increasing the educational attainment levels in Washington County, Maryland. It has adopted a nationally recognized, collective impact model that uses a cradle-to-career approach to improve college and career readiness outcomes in over seventy communities across the nation. OnTrack aligns public, private, and non-profit resources and opportunities from cradle to career, empowering individuals to maximize their potential through educational and vocational endeavors. OnTrack serves as a backbone organization, facilitating collaboration among forty stakeholder organizations in an effort to ensure that every resident, regardless of race, class, or zip code, has an opportunity to succeed. Using the collective impact approach and data driven decision-making, OnTrack identifies our community's strengths and weaknesses, breaks down barriers, eliminates redundancies, creates mutually-reinforcing programs, focuses on continuous improvement using shared metrics and benchmarks, and finds the best use for the community's limited resources.

Position Summary: The Executive Director provides the executive presence for the organization to ensure OnTrack's mission and values are put into practice. The ideal candidate lives in Washington County and has a bachelor's degree and/or relevant work experience in education and workforce development. The role requires a passionate leader with an entrepreneurial mindset, effective facilitation skills, persuasive communication skills, fundraising skills, and exceptional project management. Most work obligations will fall within normal work hours. However, job duties allow for a flexible work schedule and an ability to do some work remotely. Occasional evening and weekend time may be necessary for meetings or events.

Summary:

- The OnTrack Executive Director is currently the sole employee of the organization and reports directly to, and is overseen by, the OnTrack Board of Directors. The Executive Director will provide supervision and human resource administration for any future staff, contract labor, or interns
- Oversees OnTrack's financial management, including fundraising, accounting, auditing, budgeting, and financial reporting, in coordination with OnTrack's treasurer or other party as assigned by the Board,
- Works collaboratively with OnTrack success teams and Active Partner organizations on strategies to attain desired outcomes in key college and career readiness benchmarks
- Communicates the vision, mission, and goals of the organization to the Washington County community, including funders, public officials, community organizations

Duties and responsibilities:

- Oversees daily administration, coordination, and promotion of the organization including regular reporting to the Executive Committee and Board as to the progress on the goals and objectives
- Brings together the necessary community partners to support OnTrack's work, including engagement of the broader community
- Fundraising efforts including grant writing, online fundraising, corporate sponsorship, and special fundraising events. Tap into existing relationships and develop new ones to build financial support

- Manages the strategic direction and agenda setting for OnTrack's success teams to develop strategies to improve key outcomes for college and career readiness
- Coordinates the scheduling, organization, and communication for all meetings. including success teams, public forums, and events
- Cultivate relationships with community stakeholders, including leaders in education, business, nonprofit, philanthropic, and civic sectors
- Coordinate data collection and data sharing and conduct research on key issues
- Enable the access, analysis, and utilization of data to support the partnership through data mining and collaboration with OnTrack's Active Partner organizations
- Develop key messages and communicate them regularly to appropriate audiences. Establish the necessary media for communications (newsletter, website, social media, speaking engagements, etc.). Enable the flow of information between the different groups within the partnership
- Coordination with local media companies to produce and distribute print and video marketing and other public outreach materials
- Creation and distribution of OnTrack's annual Cradle to Career Readiness report
- Advocate at the institutional, local, state, or national level in order to enable the improvement of outcomes

Performance objectives:

- Develop and maintain positive working relationships with the Board of Directors, Active Partner organizations, businesses, government officials, funders, and other local decision makers
- Achieve desired outcomes on key benchmarks identified by the OnTrack success teams
- Build trust among active partners and a shared sense of ownership for the work, and maintain their active involvement in the initiative
- Meet designated timelines for implementing strategies developed by the Active partners success teams and Board of Directors
- Promote open and transparent communication among OnTrack's Active Partners and coordinate the delivery of key messages to the community
- Create and develop a sustainable funding plan for the organization
- Maintain accurate records and financial systems in accordance with generally accepted accounting and record-keeping practices

Education, job knowledge and experience requirements:

- Bachelor's degree and/or relevant work experience in education and workforce development
- Demonstrated success in facilitating multidisciplinary or multi-organizational teams desired, particularly within an educational or vocational setting
- Demonstrated ability to secure program funding, including grant-writing skills.
- Excellent project management and organizational skills
- Demonstrated ability to manage details and work independently
- Exceptional written, oral, communication, and interpersonal skills
- Experience and/or expertise in the area of education and workforce development preferred
- Excellent cultural agility with an ability to understand, incorporate, and successfully work within and between various cultural contexts
- Technology and financial literacy required

How to apply:

Email your resume and a cover letter to Boardchair@ontrackwc.org. Applications will be accepted until a candidate is hired.