

Passion for Learning, Inc.
Executive Director Position Details

Organization Mission:

Students of color and students from low-income families continue to be under-represented in STEM-related pursuits, on college campuses and as college degree and professional credential earners. Starting in middle school, Passion for Learning (P4L) helps our youth gain STEM-related capabilities and interests as well as set goals and start to plan their path to post-secondary education and careers.

Since 2004 P4L has addressed students' "opportunity gaps" in the development of STEM interests and readiness-preparation for post-secondary education. We support youth who, due to low family income and other barriers, may receive less encouragement and fewer opportunities to see themselves as "belonging in STEM" and "belonging in college."

Our youth:

P4L engages students in middle school (grades 6-8) and high school (grades 9-12) from Montgomery County Public Schools in Silver Spring, Wheaton, Aspen Hill-Rockville, and Gaithersburg in some of the lowest income census areas of the county. Our annual student body is approximately 40% Black/African American, 40% Hispanic/Latino, 10% Asian/Pacific Islander, 10% White.

Position Summary:

The Board of Directors seeks a hands-on, entrepreneurial and strategic leader to help our well-respected nonprofit grow its reach and deepen its impact. The next Executive Director (ED) will have an active commitment to advancing educational equity and opportunity for the under-served student population that P4L engages. Reporting to the Board of Directors, the ED is responsible for the organization's consistent achievement of its mission and financial objectives, and will have overall responsibility for fundraising, overseeing programs, ensuring the financial health and sustainability of the organization, developing staff, and maintaining/building relationships with various stakeholders. P4L's long-time ED is retiring after 19 years. The incoming ED will have access to consult with the transitioning ED to gain deep insight into P4L's mission, programs, and financial models. The new ED will then be expected to work with the Board of Directors to develop, plan, and execute a sustainable path forward for the organization. See more information about Passion for Learning at www.passionforlearning.org

Key responsibilities and estimated percentage of time dedicated to each:

In relation to fundraising (35%):

- Develop and maintain a diverse and balanced funding base: government, foundation, corporate, and individual donors.
- Identify, research, and cultivate potential funding sources, establish strategies to approach potential funders and prepare-submit proposals.
- Oversee fund raising planning and implementation in conjunction with the Board Resource Committee.

In communications and advocacy (20%):

- Develop and oversee implementation of communication strategies to expand the public awareness of P4L's programs, goals, accomplishments, and value.
- Establish strategic collaborative working relationships with other community organizations in the education and youth development sector.

- Represent programs as well as the mission-vision-values of P4L to local government agencies, K-16 education entities, funders, media, community stakeholders and the public.

In relation to staff (20%):

- Be responsible for the recruitment, employment, and release of all personnel, including employees, contractors, and volunteers.
- Ensure that accurate staff job descriptions are developed and that sound human resources practices are in place and implemented.
- Develop a climate which attracts, retains, and motivates a diverse staff of highly qualified people who effectively pursue the mission of P4L.
- Provide ample opportunities for staff development that contribute to the specialized work of P4L and to individual professional goals.

In program and organizational development and management (15%):

- Ensure in conjunction with the Board that P4L has a viable strategic plan to achieve its mission and makes consistent and timely progress in accomplishing program goals and impacts.
- Provide leadership in developing programmatic, organizational, and financial plans in conjunction with the Board. Carry out plans and policies authorized by the Board.
- Promote opportunities for Board Members and other volunteers to engage with the programmatic work of the organization.
- Facilitate a strong working relationship with the Board, supporting its governance and fundraising roles as well as ongoing board skills development.
- Maintain official records and documents and ensure compliance with federal, state, and local regulations for record keeping.
- Maintain a working knowledge of significant developments and trends in the field of K-16 education and youth development.

In relation to Financial Management (10%):

- Work with the Finance Committee and contracted accountant to develop the annual budget; ensure that P4L operates within budget guidelines.
- Be responsible for following sound financial practices and internal controls with the advice and input of the contracted accountant and Finance Committee.
- Ensure that there are adequate funds to allow P4L to carry out its work.
- Establish and follow rigorous accountability standards for grant and budget tracking.
- Jointly, with the President and Secretary, conduct official correspondence of P4L, and jointly, with designated officers, execute legal documents.

Qualifications:

The ideal candidate for this position is someone with a strong entrepreneurial drive, excellent planning and organizational skills, and a demonstrated ability to engage and interact with staff, youth and families from diverse socio-economic backgrounds and circumstances. They will have a deep commitment to the organization's mission and to the young people P4L supports and encourages. Success in the role will require effective oversight of programs, management of budgets and appropriate allocation of funds, driving revenue growth, and cultivating relationships with key donors, school leaders, and community partners.

See below for additional competencies, experiences, and attributes that P4L seeks:

- Proven leadership skills developed through five or more years of experience in professional management position(s).
- Experience and demonstrated success in fundraising from sources including local government, private foundations, corporations, and individuals.
- Excellent interpersonal, written, and verbal communication skills; strong presentation skills.
- Strong networking skills to build working partnerships with a variety of stakeholders.
- Understanding of the K16 education and youth development sectors, especially in diverse public school system and community settings.
- Bachelor's degree required.
- Language proficiency: Spanish and/or French a plus but not required.
- Applicants should be located within the metropolitan Washington, DC area.

Salary:

The starting annual salary for this position is \$70k.

Benefits include:

- Health insurance
- 20 days paid vacation
- 10 days paid sick leave
- 10 paid holidays
- Ability to work from home
- Subsidy available for internet and mobile phone plan
- Professional development and training opportunities

This position is based in the greater Baltimore/DC Metro area and operates as fully remote, however, some local travel is required for site visits and local meetings.

To apply, please provide your information and upload a cover letter and resume at the following link:

[APPLY](#)

Equal Opportunity Employer Statement

Passion For Learning is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

Covid Vaccination Statement: Per MCPS COVID policy, all contractors must upload proof of full COVID vaccination.