

Winchester-Clark County, KY Entrepreneurial Academy

Executive Director

Job Description

Scope note:

This describes the Executive Director role specifically — organizational leadership, governance, fundraising, and external relationships. It does not include Program Director responsibilities, such as direct curriculum delivery or day-to-day session facilitation, which are a separate function. At WCEA's current size, one person may hold both roles, but the two are described separately so each can be evaluated, staffed, or eventually split on its own terms.

Position Summary

The Executive Director is WCEA's senior staff leader, responsible for the organization's strategic direction, fundraising and development, governance support, community and institutional relationships, and overall compliance oversight. This position works under the direction of, and is accountable to, the Board of Directors.

Key Responsibilities

Organizational Leadership & Governance

- Serve as WCEA's senior staff leader, accountable to the Board of Directors as a whole.
- Prepare materials for, and attend, board meetings in a non-voting capacity.
- Serve as the authorized signatory for the 501(c)(3) application and other filings as designated by the Board.
- Maintain official organizational records consistent with the Document Retention and Destruction Policy.
- Execute contracts and agreements as WCEA's authorized representative, subject to Board approval where required — recusing from any vote in which a personal financial or business interest is involved.
- Oversee organizational hiring and staffing decisions as WCEA grows, including any future Program Director or program staff.

Fundraising & Development

- Lead WCEA's overall fundraising strategy, including the Founding 100 campaign, GoFundMe, and individual donor cultivation.
- Cultivate and maintain relationships with local business sponsors, foundations, and major donors.
- Prepare sponsorship and grant materials, and lead grant strategy.
- Work with the Treasurer and Director of Development on budget development, tracking, and financial reporting.

Community & Institutional Partnerships

- Build and maintain strategic relationships with Clark County institutions, schools, and community organizations.
- Represent WCEA publicly at community events and to the press.
- Serve as the organization's primary point of contact for prospective partners, funders, and community stakeholders.

Communications & Public Representation

- Serve as WCEA's primary public voice and final approver of major organizational communications, consistent with the Communications Plan and the Social Media and Communications Policy.
- Set the organization's overall communications and brand strategy.

Organizational Compliance Oversight

- Ensure WCEA's governance policies — including youth safety, conflict of interest, and gift acceptance — are in place, current, and followed, in partnership with General Counsel and program staff.

- Ensure background check and mandatory reporter training requirements are met for every adult with student contact, whether confirmed personally or through program staff.
- Bear ultimate organizational accountability for student safety policy and compliance, even where day-to-day execution is delegated to program staff.

Qualifications

Required

- Demonstrated nonprofit leadership, management, or equivalent organizational leadership experience.
- Strong written and verbal communication skills.
- Experience with fundraising, donor relations, or grant development.
- Ability to pass a background check, given this role's accountability for an organization serving minors.

Preferred

- Direct experience working with youth ages 13–18 in an educational or youth-development setting.
- Background in entrepreneurship, small business ownership, or business education.
- Familiarity with Clark County's school system and community institutions.

Compensation

Set annually by the Board of Directors under the Executive Compensation Policy. The Executive Director recuses from voting on their own compensation; it is set by the disinterested directors. At WCEA's current size, this compensation reflects the combined Executive Director / Program Director workload, since the two functions are not yet separately staffed.

Program Year	Compensation
Year 1	\$8,000 (two cohorts, \$4,000 each)
Year 2	\$18,000
Year 3	\$30,000
Year 4	\$42,000
Year 5 and beyond	\$52,000 and growing, scaled to organizational capacity

Reporting Relationship

Accountable to the Board, but not a board member.

This position reports to, and is accountable to, the Board of Directors as a whole. It does not hold a board seat, does not vote on board matters, and is not subject to director term limits, consistent with WCEA's Bylaws. The position may be removed only for cause by a two-thirds vote of the Board.