"I HAVE A DREAM" FOUNDATION®
Educate. Empower. Achieve.

"I Have A Dream" Foundation - [ ]
Founding Executive Director
Job Description

Background
The "I Have A Dream" Foundation (IHDF) is a national nonprofit organization whose mission is to motivate and empower children living in low-income communities to reach their educational and career potential. IHDF is committed to partnering with families, schools and communities to advance equitable outcomes and opportunities through long-term, culturally responsive and whole child approach. The IHDF model offers mentoring, tutoring, cultural enrichment and support to "Dreamer Scholars'' from early elementary school through college along with guaranteed college tuition assistance.

Position Summary
"I Have A Dream" Foundation is looking to expand its national footprint into the vibrant [ ] community and is seeking a Founding Executive Director to spearhead this effort and lead a newly formed affiliate. The Founding Executive Director will work closely with both the national headquarters and will report to a local-based board who will support resource development and strategy.

The Founding Executive Director is responsible for providing leadership, vision and day to day management of operations and fundraising for "I Have A Dream" Foundation-[ ]. They will be the face of the affiliate and the chief operating officer responsible for the organization's growth and development. Duties and responsibilities include program and organizational leadership, management and administration, board and staff development and support, marketing and community relations, fundraising, and budget oversight.

The Executive Director will build and manage critical relationships with key constituencies: board members, families, donors, community partners, local schools, students, staff and IHDF National. They will work with the IHDF-[ ] board to clarify and implement strategic goals, broaden IHDF-[ ]'s base of support through successful fundraising and communications, manage the annual budget, and oversee the financial health and stability of the organization. They will also hire, train and support a team and ensure the quality of all programming.

Principal Duties and Responsibilities
- Organizational Leadership
    - Sets a powerful vision for whole-child success. Inspires the commitment and collaboration of others towards the shared vision, and ensures alignment of the organization's culture with IHDF's mission and organizational values.
    - Establishes and grows an IHDF-[ ] Expansion Committee (to eventually become a Board of Directors upon incorporation)
    - Contributes to the rich National IHDF network through participation in National committees, convenings, conversations, and events

- Fiscal Management, Fundraising and Development
    - Serves as the nonprofit's chief fund development officer, working in collaboration with the board to create a fund development strategy which identifies prospective funding sources across diverse channels
    - Crafts all grant proposals and submits all grant reports
    - Develops and maintains relationships with individual, foundation, and corporate donors to ensure IHDF's fundraising strategies and goals are achieved
    - Plan, market, coordinate and execute all fundraisers and special events
    - Prepares and manages the organization's annual budget, working with the board to ensure adequate fiscal systems and controls
    - Strategically allocates resources within the budget and operates within budget guidelines
    - Builds and grows the organization's in-kind support and relevant community partnerships

- Program and Team Leadership, Management, and Administration
    - Recruits, leads, manages, and develops a collaborative, high performing team (paid and volunteer) to ensure the overall success and wellbeing of students. Develops team's key competencies and establishes role clarity and shared expectations about distribution of responsibilities, prioritizing based on student, community, and organizational needs.
    - Leads the planning and execution of all aspects of the IHDF-[ ]program, including the development of high quality academic, enrichment and SEL programs, mission-aligned policies and organizational systems
    - Strategically focuses IHDF-[ ] resources to yield the greatest impact to students
    - Spearheads program evaluation and leads continuous improvement efforts

- Publicity/Community Relations
    - Develops strategy and creates the conditions for authentic family engagement
    - Supports team to build deep trust and cultivate productive partnerships with youth and families to maximize student success
    - Establishes and maintains sound working relationships and cooperative arrangements with partner schools, community groups, and organizations that can contribute to IHDF's program and participants
    - Facilitates the development and distribution of promotional materials (newsletter, impact report, website, social media) to a broad range of audiences
    - Serves as spokesperson to promote community awareness of IHDF-[ ] and strengthen relationships locally, regionally and nationally

Candidate Profile

The ideal Executive Director is an inspiring, visionary and highly relational leader. With a DEI lens, this person will possess an unshakable, deeply held personal belief in the leadership and academic potential of all young people, regardless of race, ethnicity, national origin, family income or zip code. They will be thoughtful and intentional about implementing values of DEI across the organization's policies and procedures, in everything from hiring, training, and

managing the staff to partnering with board members and community members.

The Executive Director is skilled at engaging and connecting across a wide range of internal and external stakeholders, with the instincts, authenticity, and presence to gain their trust and confidence. As a practiced leader, they drive results by holding and articulating an organization-wide vision, and tying it in a meaningful way to the aspirations, realities, and desired outcomes of a local site and community. They have a propensity for planning and managing competing priorities, and proven ability to marshal team members and resources and develop productive partnerships.

The Executive Director will serve as a conduit to the national organization, carrying knowledge, tools, messages, mandates, and insights across channels, promoting mutual understanding and alignment. The role requires a leader who is tenacious, agile, and results-driven, with an unshakeable commitment to equitable opportunities and a relentless focus on achieving exceptional outcomes for kids.

Key Competencies
The ideal candidate will have the following professional and personal skills, qualities and characteristics:

A Passion for the Mission
The Executive Director will have a passion for the mission of IHDF and the organization's history, model, and potential for future impact. This leader will be driven by the opportunity to create cycles of opportunity for students from historically marginalized communities. They will model openness, honesty, and accountability to colleagues, volunteers, donors, and all others involved with IHDF. The Executive Director will be an empathic leader, treating others with respect. They will be an advocate for diversity, equity, and inclusiveness.

An Expertise in Development and Fundraising
The Executive Director will be an experienced leader with a measurable track record of success in fundraising and development. This leader will have the expertise and mindset to build out IHDF's development operation and will bring their own network to the organization. This leader will also build strong relationships with current and potential donors and the board. They will embrace and thrive in the external aspects of the role.

An Ambassador and Relationship Builder
The Executive Director will be the outward-facing voice of IHDF, guiding messaging, communicating the mission, and building the organization's brand. This executive will be able to speak fluidly about IHDF's history and impact, growth strategy, and future direction. An influential and persuasive communicator, the Executive Director will have an inspired ability to build community. They may be fluent in one or more languages other than English, especially Spanish. They will have a propensity for building staff relationships and a commitment to professional development. The Executive Director will trust and lean on the expertise of the community and the staff, creating a culture of shared leadership and responsibility throughout the organization.

A Strategic and Entrepreneurial Leader
The Executive Director is a big picture thinker. They bring a demonstrated history of developing vision and strategies that position an organization for growth. They are experienced executing strategy, proving focus, and building the commitment of others to achieve the vision. With a track record of financial management, the Executive Director will demonstrate an understanding of the drivers that influence agency success.

The Executive Director will be a natural collaborator. They will have experience managing a Board of Directors and a genuine interest and ability to mentor and develop the team. The Executive Director will be thoughtful and open, working across teams to optimize processes. This individual will center the perspectives and needs of youth and families, promote open dialogue with team members to identify best practices, synthesize divergent views, and coalesce all constituencies around a shared view or plan.

Education & Experience
The Executive Director will have an Advanced Degree in Education, Social Work, Not-For-Profit Management or other relevant field or a minimum of ten years of equivalent experience in volunteer administration/management preferably in a non-profit environment working within a school or school related program with youth.

Physical and Cognitive Requirements necessary to perform this job
The Executive Director will have strong problem-solving, decision-making, analytical, and cognitive skills. The Executive Director must be able to lift up to 50 lbs, stand or sit for long periods of time, walk up to ½ mile transporting supplies, conduct oral presentations, read, and communicate effectively.

Reporting Relationships
The Executive Director reports to the Board of Directors. The number of direct reports will eventually include a Program Director, AmeriCorps members, and other paid staff and volunteers.

Compensation & Benefits (FLSA Status: Exempt)
IHDF offers a competitive salary based on the organization's compensation philosophy, which is grounded in market data. The salary range for this position is $_____-$_____depending on qualifications. We also offer comprehensive benefits (medical and dental insurance) and top of the market paid time off (vacation, sick leave, paid holidays).

IHDF is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and people who identify as LGBTQ+.