



POSITION DESCRIPTION | CEO, Learn to Earn Dayton

Vision:

Together with community partners, Learn to Earn Dayton will work to ensure that every young person in the Dayton region is ready to learn by kindergarten and ready to earn upon graduation from college or after earning a high quality credential.

Mission:

Learn to Earn Dayton's mission is to ensure that children in the Dayton region are successful students and ultimately successful in the world of work. Our community's vitality and its attractiveness to employers depend on having educated citizens and a knowledgeable and skilled workforce. Learn to Earn Dayton is a stand-alone 501c3 public charity dedicated to fostering the success of all Montgomery County children from birth until their graduation from college or selection of a career. Our "Big Goal" is that 60% of Montgomery County's workforce will have a college degree or high quality credential by 2025.

Position Objective:

The CEO, Learn to Earn Dayton is responsible for developing and programming as it relates to the K-16 educational continuum, with particular responsibility for fostering success around increased kindergarten readiness, third grade reading proficiency, eighth grade math proficiency, high school graduation, college graduation/credential completion and transition to the workforce. The CEO is responsible for setting the strategies, managing the operations of the organization and for working with a wide variety of cross-sector stakeholders to ensure that a collective impact approach is used to help enhance student attainment at all levels of the cradle-to-career continuum. The CEO is the primary community representative of the organization, and is expected to generate funding and to collaborate with leaders from education, business, government and a wide variety of other stakeholder groups to increase the amount of intellectual capital that is available within Montgomery County in particular, and the Miami Valley region in general. The CEO is also responsible for working with partner and stakeholder groups around equity and inclusion, with particular attention to the implementation and expansion of the cross-sector Equity Fellows initiative.

Reports to:

Learn to Earn Dayton Board of Trustees

Essential Functions:

- Establish the overall direction and management of the organization, including strategic planning, budgeting, reporting and consistent implementation of Learn to Earn Dayton's policies and procedures
- Develop targeted strategies and conduct fundraising efforts to ensure that program operations are maintained and the organization's finances are sustained
- Oversee the Learn to Earn Dayton budget and work with regional funders to ensure that the programs being provided are consistent with the needs of the community and within available budget
- Develop relationships with national organizations and individuals that provide funding to organizations like Learn to Earn Dayton and that create programming along the K-16 educational continuum
- Engage in strategic planning with City, County, State and Federal officials in order to identify strategies that will enable Learn to Earn Dayton to achieve the attainment goals that are established in cooperation with the regional stakeholders
- Research, identify and address challenges and/or changes in the internal and external environments to proactively further organizational goals
- Work with K-16 educators to ensure that strategies are in place to foster enhanced levels of educational attainment across the continuum so that more students exit high school and enter college career-ready
- Work with early learning providers to ensure that preschool practices and programs are aligned with K-12 expectations
- Work with a wide variety of cross-sector partners and stakeholders across the region to ensure that the workforce needs of the region are addressed and met
- Conduct regular meetings with stakeholder groups to ensure that they are aware of the progress made to enhance educational attainment in the County
- Maintain an awareness of, and leverage when appropriate, state and national initiatives and opportunities that have import for educational practices across Montgomery County
- Recruit, hire, train, develop and supervise qualified staff members
- Support the Learn to Earn Dayton staff as required with administrative and project needs
- Ensure commitment to and compliance with all applicable laws and regulations that impact the operation of the organization
- Support the Learn to Earn Dayton Board of Trustees on governance and community engagement.

Qualifications:

- Has earned a Bachelor's Degree
- Has successful work experiences with K-16 partners
- Understands and works collaboratively with all of the different State of Ohio and regional stakeholder groups that are essential to Montgomery County business vitality and economic development
- Displays highly developed written and oral communication skills allowing for effective Public Relations on behalf of the organization
- Demonstrates strong capabilities in program development, strategic planning, program implementation and management by leading and working with teams
- Is experienced in managing large multi-stakeholder projects
- Demonstrates excellent organizational skills required to handle multiple projects at the same time
- Develops, monitors and evaluates budgets and completes and submits all required financial reports
- Displays an entrepreneurial spirit, preferably including experience developing and implementing partnerships to achieve community-wide educational, social and economic goals
- Comfortably engages with diverse populations
- Demonstrates strong interpersonal communications skills, including facilitation and relationship management
- Is customer service oriented.

Working Conditions:

- May require operating and/or riding in a vehicle
- May require extended stationary time using a computer and keyboard
- Will include considerable telephone contact and paperwork
- May require working under time constraints to meet deadlines
- May require working during evenings and/or weekends.

Applications:

Candidates interested in making an application should submit a *letter of interest, resume and names and addresses for three references* to:

Ms Marion Stout
Director of Human Resources
200 S Keowee St
Dayton, Ohio 45402

The Montgomery County Educational Service Center is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, sexual orientation or disability. Reasonable accommodation may be made to enable a qualified individual with a disability to perform the essential duties of this position. This job description does not imply that these are the only duties and responsibilities to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors and unforeseen events.