

# CLEVELAND'S PATH TO SAY YES

## Chapter Executive Director Job Description

**Position Title:** Say Yes Chapter Executive Director

**Reports to:** Say Yes to Education National Office - President

Say Yes to Education seeks an Executive Director to lead local Say Yes chapter contingent upon Cleveland being named a Say Yes City.

The executive director will lead the local Say Yes chapter after the announcement of Cleveland as a Say Yes city. The position will be physically located in Cleveland, Ohio.

A key aspect of this role is leading the community in developing understanding and promoting equity and inclusion that transform and sustain change.

This position manages core staff of Say Yes chapter office including but not limited to communications director, director of data and evaluation, and other key personnel.

***The Executive Director who will lead the local Say Yes chapter will be required to have the following results:***

- Facilitation of a well-directed Say Yes chapter
- Ensure chapter sustainability
- Have superior program coordination
- Lead a solidly functioning management team

***The Executive Director should be fully capable of the following actions needed to achieve those required results:***

- Provide overall direction and program coordination
- Facilitate communication between agencies (County, City, school district, universities, community-based organizations, faith-based groups, etc.)
- Provide oversight and facilitation of the Say Yes Task forces and groups (e.g., Operating, Community Advisory, Health and Wellness, and Legal)
- Coordinate the activities of the Say Yes (chapter) program directors
- Provide overall management of personnel within parameters of partner organization HR policies
- Develop, refine, and manage systems of quality assurance
- Manage local public policy and communication activities
- Coordinate the Chapter Say Yes budget ensuring that the individual city, county, school district, university and other local, budgets address the SYTE activities and programs
- Engage in local fundraising efforts in support of the local scholarship fund
- Serve as the face/spokesperson of local chapter

**CONVENING PARTNERS:** CITY OF CLEVELAND • CUYAHOGA COUNTY • CLEVELAND METROPOLITAN SCHOOL DISTRICT • CLEVELAND FOUNDATION • COLLEGE NOW GREATER CLEVELAND • UNITED WAY OF GREATER CLEVELAND

[www.CLEPath2SayYes.org](http://www.CLEPath2SayYes.org)

## CLEVELAND'S PATH TO SAY YES

***The Executive Director should possess the following characteristics and people skills necessary to successfully perform actions:***

- Exceptional oral and written communications
- Experience leading a team of diverse professionals working in different locations
- Awareness of and ability to effectively communicate with different levels of stakeholders
- Ability to attract, select and engage staff
- Ability to create a cohesive “whole” across a widely distributed network of professionals and supporters
- Ability to manage complex partnerships
- Ability to solve problems efficiently, effectively and independently

***The Executive Director should possess the following technical skills necessary to successfully perform actions:***

- Strong organizational skills
- Competent supervisory ability & leadership skills
- Extensive administrative experience
- Outstanding facilitation skills
- Superior public speaking skills

**The Executive Director will possess the minimum experience and education required to successfully perform actions:**

- Master’s degree or equivalent training and experience in a discipline related to the actions needed to attain the desired results
- Knowledge of local funding streams
- Extensive leadership experience
- Knowledge of not-for-profit or board involvement in the nonprofit sector
- Keen understanding of the workings of government
- System thinker/builder - skills in building structures and processes
- Experience in communications and community outreach work

This position offers a competitive salary based on experience and qualifications.

### **Application Process:**

Please send resume and cover letter to Abbey Johnson [ajohnson@sayyestoeducation.org](mailto:ajohnson@sayyestoeducation.org). Please reference job title in the subject line.

Interested candidates are encouraged to apply by October 31, 2018.