

Executive Director - Hill District Education Council

The executive director is the chief executive officer of the Hill District Education Council. The executive director reports to the Board of Directors and is responsible for the organization's consistent achievement of its mission and financial objectives. Position is initially part-time with the probability of evolving to fulltime.

Essential Functions

- Executive management
- Ensure that HDEC has a long range strategy which achieves its mission and toward which the organization makes consistent and timely progress.
- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff.
- Carry out plans, policies and goals/objectives authorized by the Board and support Board committees as needed.
- Promote active and broad participation by volunteers in all areas of the Council's work.
- Maintain official records and documents and ensure compliance with federal, state and local regulations.
- Maintain a working knowledge of significant developments and trends in the field of education.

Communication

- Keep the Board fully informed on the condition of the organization and all important factors influencing it.
- Serve as the public face of HDEC representing the programs and point of view of HDEC to agencies, organizations and the general public.
- Increase knowledge of HDEC's mission and programs in the Hill District and the larger community. Publicize HDEC activities, programs and goals.
- Establish sound working relationships and collaborations with relevant agencies, community groups and educational organizations.

School District relations

- Work with Board co-chairs to establish relationships with school district administrators to ensure access to achievement data and teacher evaluations for Hill District schools.
- Establish positive working relationships with Hill District principals.
- Establish positive working relationships with School Directors who represent areas in University Prep-Millions feeder pattern.

Staff relations

- Be responsible for the recruitment, employment and release of all personnel, both paid staff and volunteers.
- Ensure that job descriptions are developed, that regular performance reviews are conducted, and that sound human resource practices are in place.
- Supervise staff providing constructive feedback in a regular and timely manner.
- Encourage staff and volunteer development and education.
- Maintain a climate that attracts, keeps, and motivates staff.

Budget and finance

- Be responsible for developing and maintaining good financial practices. Work with the staff, Finance Committee, and Board in preparing a budget; see that that HDEC operates within budget guidelines.
- Provide regular and timely financial reports to the Board of Directors.
- Schedule audits as required and ensure that all financial filings and reports are submitted to government agencies on time.

Fundraising

- Seek out sources and develop proposals for funding HDEC programs and services.
- Provide reports to funders in a timely fashion.
- Respond to RFP's in a timely fashion.

Contract management

- Monitor use of restricted and unrestricted grant monies.
- Ensure that grant requirements are met.
- Cultivate positive relationships with current funders.

Qualifications

- Bachelor's degree or equivalent experience in relevant area of study such as education or social work.
- Three to five years of experience in program management.
- Knowledge of Pittsburgh Public Schools and the Hill District preferred.
- Experience in and/or extensive knowledge of K-12 education.
- Entrepreneurial interest/skills
- Excellent organizational skills
- Excellent communication skills
- Ability to function as leader of and part of a team.