

Job Title	Non-Profit Executive Director
Employer/ Agency	EEqual
Job Description	<p>The Executive Director is the key management leader of EEqual, as they oversee the administration, programs, and strategic plan of EEqual. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors, specifically its executive committee. As the Executive Director of EEqual, they will be the leader in charge of developing and implementing strategy, goals, and objectives. You will be the key driver of fundraising and will be overseeing team operations. Your job is leading EEqual to be the best organization it can possibly be.</p> <p><u>Vision, Mission, and Strategies (20%)</u> The Executive Director’s role has both strategic and operational components. Working with the board of directors and the staff team, the Executive Director must develop a shared vision for the future of the organization, build understanding around the current mission, and develop appropriate goals and strategies to advance our mission. The Executive Director will be the key leader when it comes to the handful of strategic decisions that will be made in the coming years. Undoubtedly, these decisions will be integral in establishing EEqual and its future.</p> <p><u>Fund Raising and Resource Development (30%)</u> The Executive Director, in partnership with the board and appropriate staff, is responsible for developing and implementing appropriate fund-raising and financial development strategies, such as grant writing, business sponsorship development, and individual donor giving initiatives. The Executive Director and board use their combined strengths, knowledge, and relationships to help the organization achieve its objectives</p> <p><u>External Liaison and Public Image (10%)</u> The Executive Director is a key player in establishing and maintaining positive relationships with the many groups that support the work of the nonprofit. Thus, the Executive Director should be actively pursuing and maintaining relationships with others in the community for the sake of furthering EEqual’s mission. You are also the main connection and line of communication between the Board of Directors and Staff. Finally, you should be ready to represent EEqual in a broad context and on varying platforms.</p> <p><u>Internal Operations & Program Management (20%)</u> The Executive Director, in conjunction with the Chapter Network Director, Scholarship Awards Director, and Content Director, leads in carrying out the organizational mission by managing and administering the programs and services. This requires a thorough understanding of, and willingness to learn about, student homelessness as well as its technical, operational, ethical, and legal issues. In other words, they are responsible for the day-to-day management, ensuring that EEqual runs as effectively as possible.</p> <p><u>Fiscal Management (10%)</u> It is the role of the Executive Director to oversee the planning and budgeting systems that are in place to ensure that income is managed wisely and that the organization’s goals and strategic plan serve as the basis for sound financial</p>

	<p>planning</p> <p><u>Team Management (10%)</u></p> <p>It is the Executive Director's responsibility to ensure that qualified staff is hired to accurately monitor, assess, and manage the financial health of the nonprofit. The Executive Director is the core leader of the entire team, so they have to be every team's support system and advisor.</p>
Qualifications	<p>We do not care where you got your degree from, or what kind of degree you got. We are invested in understanding you. Who are you? What's the first thing you think about when you wake up? What makes you excited to be alive? We want someone who is hardworking, passionate, creative, knowledgeable, sharp, and innovative.</p> <p>Tangible Experience Required</p> <ul style="list-style-type: none"> • Experience in the nonprofit sector is preferred. • Experience as a leader. (you do not need to have set up an endowment or launched a national campaign, but have you done something impactful in your school, community, on your own? That is what we care about.) • Must be comfortable with and enjoy working with youth. We are by youth and for youth. • You will be working closely with teenagers who have all kinds of schedules that don't always align with simple 9-5 workdays. Flexibility is a must in order to be successful in this position. • Must have project management experience (did you manage or oversee a group of people at some point in your life? If you were a shift manager at Starbucks or a club president we want to know about it.) • Must have experience managing teams and leading groups of people towards a specific goal
Salary/Hours	Full-time
Address	100% remote
Application Method	Online on website – eequal.org/Careers/
Opening Date	Immediately

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