

## **The Austin Academy**

### **Executive Director Job Description and Posting**

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#### **About The Austin Academy**

The Austin Academy is hiring its next Executive Director. Since 1995, the skilled and diverse team at The Austin Academy has served the community by providing education for adults and launching them in successful careers. Through a combination of GED preparation, technical skill-building, career development, and casework services, students of The Austin Academy gain the knowledge and competence they need to enter the workforce successfully.

The Austin Academy serves at-risk and economically-disadvantaged adults in a welcoming setting with an inter-disciplinary approach. The organization is focusing on building collaborative partnerships in the education community to ensure strong program delivery. The Austin Academy will launch its next strategic planning process in 2011.

Governed by a board of 9 community leaders, The Austin Academy's staff of 9 serves and refers approximately 900 students each year. The organization's 2010 budget of approximately \$500,000 is comprised of approximately 77% government and foundation grants, 19% earned income through services, and 4% individual donors and other revenue.

#### **About the Executive Director Position**

The Austin Academy seeks a tenured nonprofit leader who can build on its rich history and move the organization into its next phase with visionary leadership, thoughtful and effective communications, and a keen sense of operating a nonprofit organization.

#### **Desired Experience and Attributes.**

The Executive Director will report to the Board of Directors, provide leadership to the organization, and manage day-to-day operations consistent with its mission and financial objectives.

Ideal candidates will bring to the position a variety of attributes, knowledge and skills including:

- Visionary leadership with ability to foster connections among board and staff to organizational mission and goals
- Collaborative leader and relationship-builder who can comfortably connect and engage with students, organizational and community partners, donors, and our board and staff
- Ability to establish credibility and build trust with diverse populations and stakeholders
- Nonprofit management and fundraising expertise, including development of innovative funding strategies
- Genuine connection to the mission and services of The Austin Academy and ability to be a passionate advocate within the community
- Experience working with a Board of Directors to help an organization meet its mission
- Thoughtful, creative problem-solving skills and resource management

Although not required, experience with the following will be considered an advantage:

- Experience serving as a nonprofit Executive Director
- Familiarity with issues related to adult education and workforce readiness

### **Job Description**

The Executive Director reports to the Board of Directors and is responsible for the effective leadership, management, and financial security of The Austin Academy.

*In administration and management, the Executive Director will:*

- Implement strategic planning, goal-setting, and metrics to ensure consistent progress and success
- Build and support a dedicated, engaged team through energetic, inclusive leadership and a positive, encouraging spirit

*In development and marketing, the Executive Director will:*

- Guide a successful fundraising strategy that capitalizes on The Austin Academy's success with foundation and government grants and develops capacity in the areas of individual and corporate donors
- Communicate thoughtfully with stakeholders, donors and collaborators to promote and raise the position of The Austin Academy

*In program development and administration, the Executive Director will:*

- Ensure effective and efficient day-to-day administration of program and organizational excellence
- Ensure maintenance of official records and documents, ensuring compliance with federal, state, and local regulations and funder requirements
- Maintain a working knowledge of significant developments and trends in the field to appropriately support and guide staff, as well as to ensure appropriate communication with partners and the community

*In budget and finance, the Executive Director will:*

- Be responsible for applying and maintaining sound financial practices
- Manage resources in a thoughtful, effective manner to ensure that The Austin Academy is able to carry out its work
- Provide leadership in developing program, organizational, and financial plans with the Board of Directors and staff, and implement plans and policies authorized by the board

### **Application Process**

To apply, please send letter of interest describing relevant experiences, resume, three references, and 3-year salary history to [apply@austinacademy.org](mailto:apply@austinacademy.org) by **August 24, 2010**.