

Position Posting

Assistant Director – New Position

POSITION SUMMARY:

Do you have a passion for making a difference in the lives of youth? Join our growing and creative team as we work together to help youth in grades 4-12 unlock their entrepreneurial gifts and use them to make the world a better place for themselves and others. CEOs of Tomorrow seeks a full-time Assistant Director who will report to and work closely with the Executive Director within all aspects of agency operations.

ESSENTIAL RESPONSIBILITIES:

Responsibilities of the Assistant Director include, but are not limited to:

Leadership

- Oversee the planning, management, and execution of staff meetings, outings, and incentives
- Provide support to the Board by preparing meeting agenda and supporting materials in collaboration with the Board Chair
- Attend and serve as a spokesperson for CEOs of Tomorrow (CEOs) at Board meetings along with the Executive Director
- Represent the organization at community activities to enhance the organization's community profile
- Partner with accounting and human resource administrators to ensure accurate payroll processing and deductions
- Assist with recruiting, interviewing, and selecting staff in partnership with the Executive Director
- Assist with fund development, including grant writing and fundraising activities to help sustain CEOs of Tomorrow's mission
- Acts as a proxy for the Executive Director, as needed

Youth Program Management

- Collaborates with the Executive Director to oversee the planning, implementation, monitoring, and evaluation of the organization's programs and services
- Assist completing monthly, quarterly, and annual funding reports
- Oversee the planning, managing, and execution of the annual College & Career Workshop
- Support and participate in program completion events
- Establish strong working relationships with families, community agencies, schools, funders, and other partners to help achieve the goals of the organization

MINIMUM QUALIFICATIONS

- Bachelor's degree in business administration, nonprofit management, public administration, or related field required; Master's degree strongly preferred
- Three years of proven experience in program development and evaluation as a program director, assistant director, or other similar leadership position
- Demonstrated commitment to strengthening youth from diverse racial, cultural, and economic backgrounds
- Demonstrated ability to be an analytic and decisive decision maker with the ability to prioritize and effectively communicate key objectives necessary to achieve organizational goals
- Exceptional written, oral, and presentation skills with the ability to effectively interface with CEOs Board of Directors, youth, staff, families, and external stakeholders
- Self-motivated, results driven, detail oriented, and adaptable
- Team player who can interrelate and operate effectively with colleagues within a collegial, yet fast paced, work environment
- Demonstrated sensitivity to diverse issues, comfortability in multicultural environments, and a strong cultural competence
- Demonstrated computer expertise with Microsoft Office tools and Google applications, with a strong aptitude for technology
- Experience or education in entrepreneurship a plus
- Ability to learn quickly and apply new knowledge.
- Exercises good judgment, discretion, and confidentiality.
- Must submit to and successfully pass a criminal history background check.

CLASSIFICATION:

Full-time exempt

COMPENSATION & BENEFITS:

Starting salary ranges from \$60,000 - \$64,000, depending on experience

Benefits include paid holidays, vacation, retirement savings plan, mileage reimbursement, paid volunteer day, and 100% Employee-Family Program Discount (excludes Global program).

APPLICATION PROCESS:

Qualified candidates should send a resume, letter of interest, and salary requirements to info@CEOsOfTomorrow.org.

To learn more about CEOs of Tomorrow, Inc., visit CEOsOfTomorrow.org.