

**November 5, 2024**

**Job Title:** Director of Education Programs and Partnerships

**Status:** Full time, Exempt

**Location:** Downtown Washington, DC (currently a hybrid work schedule)

**Supervisor:** President & CEO; Direct reports: up to two full-time

### **About the Economic Club**

The Economic Club of Washington, D.C. is a not-for-profit membership-based business organization that provides a leading speaking forum for prominent business and government leaders who influence economic and public policy at home and abroad. The Economic Club membership is comprised of over 950 business leaders from the greater Washington metropolitan region.

### **About the Scholars to Leaders Education Programs**

The Economic Club manages the Scholars to Leaders program, a coordinated suite of education and professional growth opportunities for accomplished college-bound graduates of the District of Columbia Public and Charter Schools. This set of programs provides over \$1 million annually to a group of 50 high school graduates to support scholarship funding, professional mentoring, summer internships, and competitive career-oriented academic enhancement studies through the David M. Rubenstein / Economic Club Scholarships, Scholars to Leaders program, Internships, and Fellowships. The primary mission of the Education Programs is that each of the Club's Scholars receives support from the initial recruitment (at the end of high school) through college completion and successful workforce entry, and beyond, leveraging the Economic Club's membership resources to succeed.

### **Position Summary**

The Economic Club seeks an entrepreneurial and forward-thinking leader to guide the growth and expansion of the education programs in alignment with the Club's business leadership mission, goals, strategic framework and racial equity framework. The Director is a critical member of the leadership team in coordination with and under the direction of the Economic Club President & CEO and Education Committee about ways to execute new initiatives and program growth and the methods of financing those initiatives. The successful candidate will lead the Club's Education Program and deliver high-quality, data-driven programming. This position has the support of a larger organization and in addition to the CEO, will maintain internal relationships with CFO, and directors of membership, communications, and events and programs.

### **Key areas of responsibility**

#### Strategic Direction

- Ensure all programming is aligned with the direction established and set by the Education Committee and Board.
- Influence internal and external stakeholders to support strategy and approach.
- Refine and measure impact of current program portfolio.
- Participate in organizational strategic planning and provide leadership for PM and QI policy development.

### Program & Engagement

- Manage and develop the Education team, serve as liaison with the Board's Education Committee.
- Oversee execution of Scholars to Leaders programs including mentoring, professional development seminars and networking events. Work with the team to design and execute scholar professional development programming.
- Manage annual budgeting process for Education Programs.
- Develop plan for a comprehensive communication strategy: to expand Club membership involvement with Scholars and Alumni; define and expand Alumni involvement; and promote Scholar involvement.
- Secure new sources of funding to increase reach and expand program funding base.
- Set direction and oversee the management of the scholar and alumni database and vendor relationships.
- Engage with other team manager peers to support cross-team initiatives and identify areas of collaboration.
- Manage stakeholder relationships and alliances with other student-serving organizations in the DC region.
- Determine annual events plan, allocate resources, and collaborate with the Education Manager and Events staff to deliver.
- Plan for and execute the annual scholarship awards ceremony in coordination with events team.
- Responsible for overall scholarship process ensuring that all scholar data using the technology platforms (Salesforce)
- Direct and coordinate the annual summer Internship program for Scholarship award winners. Leverage the resources provided by the organization to match up to 40 summer internship opportunities for scholars.
- Oversee production of monthly education newsletter.
- Participate in Economic Club events, representing the Education Team (sometimes early morning and evening)
- Represent the Club at professional meetings and events, as requested by the CEO.

### **Qualifications and Experience**

- Advanced degree preferred, preferably in business, education or a related field.
- Success in roles and responsibilities similar to those outlined in the responsibilities above.
- A demonstrated passion for developing young people and collaborating across a wide range of partners.
- Strong ability to execute work with diversity, equity, and inclusion lens.
- At least eight (8) years of work experience that includes team management, interaction with business or organization leadership, non-profit work environment, project or program development and implementation, fundraising; and working with DC youth or workforce development.

### **Commitment to Diversity and Equal Opportunity Employment**

The Economic Club of Washington, D.C. is an Equal Opportunity Employer. Our goal is for our workforce to be representative of the working population of Washington, D.C. All applicants are subject to a reference check and background check.

### **Compensation and Benefits**

- Robust benefits package, including employer-paid health, dental, vision and life insurance.
- Vacation, sick, and federal holiday paid time off.
- Retirement plan with employer contributions.
- Growth opportunity offering professional advancement, and interaction with executive-level leaders of the largest and most high profile businesses in the Washington, DC, metropolitan area.
- Ability to contribute directly to the growth and development of the leaders of tomorrow.
- The range for the starting base salary for this role is \$95,000-120,000, commensurate with role-specific experience.

### **How to Apply**

Please submit your resume and cover letter, including responses to the following questions:

- 1) Why are you interested in this role?
- 2) What are your top three professional strengths? Please provide an example for each.
- 3) Share an example of a successful experience that is most analogous to the role of Director of Education.

Email your resume and cover letter to [HR@economicclub.org](mailto:HR@economicclub.org) by Monday, January 6 for priority consideration, with the email subject line “Economic Club Education Director”. The hiring process will include video and in-person interviews and sample work.

For additional questions about this position or to speak with someone about your interest, please contact us at [HR@economicclub.org](mailto:HR@economicclub.org)