Job Title: Executive Director – Part-time

Department/Group: SEED Success

Location: Columbia, MO

Level/Salary Range: Half-time at $2000/month

Job Description:

ROLE AND RESPONSIBILITIES

Successful applicant will report to the Board of Directors for the ongoing start-up phase of SEED Success which includes management of three programs (Bold Academy, BooneSaves, and Flourish Saves) as well as the overall finances and oversight of a Data Manager for the CISA investment accounts. The largest program, BooneSaves, is a program partnering with schools to offer and provide children and their families a College/Career Incentive Savings Account (CISA). We enroll students and work with the schools to promote incentives such as 95% attendance, Family/Teacher Conferences, and personal match savings.

Duties will include:

- Outreach to administrators and school personnel to recruit participation and volunteers
- Training teachers/volunteers on the delivery of the program with their students and families
- Assisting with presentations of program elements at enrollment events and/or community invitations
- Producing compelling and operational collateral materials for marketing, communications, and enrollment
- Assisting in data management of enrolled students
- Communications with enrolled families on a regular basis
- Occasional fundraising and donor management duties in collaboration with the Board
- Oversight of financial reports, preparation and support for Board meetings
- Write and submit grant proposals to likely funders to support the program and accounts

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Bachelor’s or Master’s preferred but will consider persons in related programs or persons with relevant experience. Persons with a combination of education, social work, and financial background are ideal.

PREFERRED SKILLS

Excellent communication skills, proficient with office software products (Excel, Word, PPT), excellent organizational skills, understanding of investment principles

ADDITIONAL NOTES

Office hours and travel to schools and partners expected. Evaluation will be based on goals of board met.

Reviewed By: Judith Baker

Approved By: Board of Directors