

## **Executive Director Job Description Pathways Inc. of Lynn**

### **Executive Director:**

Pathways Inc. is an adult education program serving the community of Lynn, MA. Pathways has a staff of 30 (mostly part-time) and an annual budget of \$1 million.

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for Pathways staff, programs, expansion, and execution of its mission. She or he will develop deep knowledge of field, core programs, operations, and business plans.

### **Responsibilities:**

#### **Leadership & Management:**

- Ensure programmatic excellence through rigorous program evaluation and consistent, effective involvement in finance and administration, fundraising, communications, and systems;
- Identify strategic goals and recommend timelines and resources needed to achieve them;
- Regularly and actively engage and energize Pathways teachers, administrative staff, volunteers, board members, event committees, alumni, partnering organizations, and funders;
- Assist in developing, maintaining, and supporting the Board of Directors; serve as ex-officio; and seek and build board involvement with strategic direction for both ongoing local operations as well as other larger initiatives;
- Lead, coach, develop, and retain Pathways high-performance senior management team with consistent and regular communication, annual written job performance reviews, and sourcing of training programs;
- Ensure effective systems to track scaling progress, and regularly evaluate program components to measure successes that can be effectively communicated to the board, funders, and other constituents.

#### **Fundraising & Communications:**

- Expand local revenue generating and fundraising activities to support existing program operations and regional expansion while simultaneously maintaining a balanced budget;
- Deepen, refine, and consistently maintain all aspects of communications—from web and social media presence to external relations with the goal of creating a stronger brand;
- Regularly engage with the community through external presence and relationships to garner new and strengthen existing opportunities;
- Develop and maintain a communication database to regularly contact and engage new and existing donors and community and political leaders.

#### **Financial, Tax, and Facilities Management:**

- Work closely with the Treasurer of the Board to develop annual program-specific and organizational budgets and ensure funding for program matching;
- Oversee all accounting functions including those necessary for auditing, budgeting, financial analysis, capital asset and property management, and payroll in accordance with generally accepted accounting principles;

- Provide grantors with the information they require regularly and accurately to ensure consistent funding for the program;
- Adhere to budget guidelines according to current laws and regulations and hire an outside accountant to provide an annual audit of the fiscal operations of the organization.

**Planning & New Business:**

- Design the regional expansion and complete the strategic business planning process for the program expansion into new markets;
- Build new partnerships for Pathways in new markets, establishing and regularly maintaining relationships with existing and additional funders and political and community leaders;
- Be an external local presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for regional and possibly national replication.

**Qualifications:**

The ED will be thoroughly committed to Pathways mission (and meet the current and future needs of Pathways). All candidates should have proven leadership, coaching, and relationship management experience.

**Specific Requirements:**

- Advanced degree, Masters or higher, with at least 10 years of senior management experience;
- Experience and knowledge about theories, models, and current state requirements regarding adult education programs;
- Proven track record of effectively leading and coaching;
- Ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth;
- Unwavering commitment to quality educational programs and data-driven program evaluation;
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams;
- Set and achieve strategic objectives and manage a budget;
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships;
- Strong marketing, public relations, and fundraising experience with the ability to engage a diverse range of stakeholders and cultures;
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills;
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning;
- Possesses passion, idealism, integrity, compassion, a positive attitude, and is mission-driven and self-directed.

For more information about our program, visit [www.pathwayslynn.org](http://www.pathwayslynn.org)

The job posting can be found here: <https://www.pathwayslynn.org/employment-opportunities>

To apply please submit a resume and cover letter to [employment@pathwayslynn.org](mailto:employment@pathwayslynn.org) by 2/19/21.