

THE ECONOMIC CLUB

O F W A S H I N G T O N , D . C .

Director of Education - Position Opportunity

About the Economic Club

The Economic Club of Washington DC 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 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. A correlated separate program annually distributes \$30,000 in a limited number of fellowships to scholarship alumni pursuing graduate studies. View our most recent newsletter [HERE](#).

Position Summary

The Economic Club is seeking 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 successful candidate will lead the Club's education program and deliver high-quality, data-driven services.

Responsibilities

The Director of Education will guide, direct and oversee the expansion and growth of the Economic Club's Education Programs with the primary mission that each of the Club's Scholars receives support from the initial recruitment through college completion and successful workforce entry, leveraging the Club's business membership resources to succeed.

The Director will work 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.

Specific Responsibilities include the following:

- Serve as liaison with the Education Committee.
- Oversee and manage annual budgeting process for Education Programs.
- Oversee the management of the scholar and alumni database and vendor relationship.
- Oversee the development of a comprehensive communication strategy: to expand Club membership involvement with Scholars and Alumni; develop expanded Alumni involvement; and promote Scholar involvement.
- Manage stakeholder relationships and alliances with other student-serving organizations in the Washington, DC region.

Education and Experience

- Advanced degree required, preferably in business, education or a related field.
- At least ten (10) years of work experience that includes team management, interaction with business or organization leadership, non-profit work environment, and project or program development and implementation, and working with urban youth or workforce development.

Benefits

- Full benefits package including health care and pension.
- Growth opportunity offering professional advancement.
- 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.

How to Apply

Please send resumes and cover letters indicating (a) your career aspirations, (b) current and relevant experience and (c) salary requirements to hr@economicclub.org. For immediate consideration, please include in the email subject line “**Economic Club Education Director**” and indicate when you would be available for a phone interview.