

# THE ECONOMIC CLUB

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

**Job Title:** Director of Education

**Status:** Full time, Exempt

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

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

**Application deadline:** May 2, 2022

## **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, Fellowships, and Internships. 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. View our most recent newsletter [HERE](#).

## **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 of Education 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.

## **Key areas of responsibility**

### Strategic Direction

- Develop and propose the direction for Education programming and expansion initiatives within the Economic Club organization.
- Influence internal and external stakeholders to support strategy and approach.
- Refine and measure impact of current program portfolio.

### Program & Team Management

- 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.

### Planning & Collaboration

- Engage with Director peers to support cross-team initiatives and identify areas of collaboration.

- Partner with Urban Alliance to design and deliver summer internship program.
- 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.
- Reshape materials and information provided to members during their onboarding process (member welcome packet and sessions).
- Participate in Economic Club events, representing the Education Team (sometimes early morning and evening).

### **Qualifications and Experience**

- Advanced degree required, 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 urban 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. We do not discriminate on the basis of race, creed, color, religion, national origin, disability, political affiliation, veteran status, sex, parental status or age in all matters pertaining to employment and promotion. We will not tolerate discrimination on the part of managers, supervisors, or employees. Women, minorities, and the disabled are encouraged to apply. All applicants are subject to a reference check and background check. We believe that diversity makes us stronger and challenges us to think differently every day.

### **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 \$85,000-100,000, commensurate with role-specific experience. This role is eligible for an annual bonus, in addition to the base salary.

### **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, May 2** 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).