

In Partnership with



Executive Director

Job Description

PNP Staffing Group is excited to have been retained by the I Have a Dream Foundation to lead their search for an Executive Director of their Dallas affiliate.

Background

The “I Have A Dream” Foundation (IHDF) is a national nonprofit organization whose mission is to empower children from under-resourced communities to succeed in school, college, and career by providing academic, social, and emotional support from elementary school through college, along with postsecondary scholarship support. Our vision is a world where every child has equal access to the educational and career opportunities that will ignite their innate potential.

Position Summary

The “I Have A Dream” Foundation - Dallas is seeking an Executive Director to work closely with the Dallas Board in starting up and growing this affiliate.

The Executive Director will provide leadership, vision, and the day-to-day management of operations, programs and fundraising activities. They will build and manage critical relationships with key constituencies: board members, families, donors, community partners, local schools, students, staff and IHDF National. They will work with the IHDF-Dallas’s board to clarify and implement strategic goals, broaden IHDF-Dallas’s base of support through successful fundraising and communications, manage the annual budget, and oversee the financial health and stability of the organization. They will also hire, train and support a team and ensure the quality of all programming.

Principal Duties and Responsibilities

- **Organizational Leadership**
 - Inspires the commitment and collaboration of others towards the shared vision, and ensures alignment of the organization’s culture with IHDF’s mission and values.
 - Contributes to the rich National IHDF network through participation in the National Affiliate Leadership Council, conferences, and events.

- **Fundraising and Development / Fiscal Management**
 - Serves as the nonprofit’s chief fund development officer, working in collaboration with the board to create a fund development strategy which identifies prospective funding

sources across diverse channels.

- o Crafts all grant proposals in collaboration with a grant writer, and submits all grant reports
 - o Develops and maintains relationships with individual, foundation, and corporate donors to ensure fundraising strategies and goals are achieved.
 - o Plans, markets, coordinates and executes all fundraisers and special events.
 - o Prepares and manages the organization's annual budget, working with the board to ensure adequate fiscal systems and controls.
 - o Strategically allocates resources within the budget and operates within budget guidelines.
 - o Builds and grows the organization's in-kind support and relevant community partnerships.
- **Publicity/Community Relations**
 - o Facilitates the development and distribution of promotional materials (newsletter, annual impact report, website, social media) to a broad range of audiences.
 - o Serves as spokesperson to promote community awareness of IHDF-Dallas.
 - **Program and Team Leadership, Management, and Administration**
 - o Recruits, leads, manages, and develops a collaborative, high performing team (paid and volunteer) to ensure the overall success and wellbeing of Dreamer Scholars.
 - o Leads the planning and execution of all aspects of the IHDF-Dallas program, including high quality academic, enrichment and SEL programs, mission-aligned policies and organizational systems.
 - o Spearheads program evaluation and leads continuous improvement efforts.
 - o Develops strategy and creates the conditions for authentic youth and family engagement and partnerships.
 - o Establishes and maintains sound working relationships and cooperative arrangements with partner schools, community groups, and organizations that can contribute to IHDF's program and participants.

Key Competencies

The ideal candidate will have the following professional and personal skills, qualities and characteristics:

A Passion for the Mission

The Executive Director will have a passion for the mission of IHDF and the organization's history, model, and potential for future impact. This leader will be driven to create opportunity for students from historically marginalized communities. They will model openness, honesty, and accountability to colleagues, volunteers, donors, and all others involved with IHDF-Dallas. The Executive Director will be an empathic leader, treating others with respect. They will be an advocate for diversity, equity, and inclusiveness.

An Expertise in Development and Fundraising

The Executive Director will be an experienced leader with a measurable track record of success in fundraising and development. This leader will have the expertise and mindset to build out IHDF-Dallas's development operation and will bring their own network to the organization. This leader will also build strong relationships with current and potential donors and the board, and create special events throughout the year. The ideal candidate will have a knowledge of the Dallas philanthropic, non-profit, business, and education landscape.

An Ambassador and Relationship Builder

The Executive Director will be the outward-facing voice of IHDF-Dallas, guiding messaging,

communicating the mission, and building the organization's brand. They will be able to speak fluidly about IHDF-Dallas's history and impact, growth strategy, and future direction. An influential and persuasive communicator, the Executive Director will have an inspired ability to build community. They will have a propensity for building staff relationships and a commitment to professional development. The Executive Director will trust and lean on the expertise of the community and the staff, creating a culture of shared leadership and responsibility.

A Strategic and Entrepreneurial Leader

An entrepreneurial spirit is key. The Executive Director will ideally have experience in start-up situations and helping a small nonprofit to scale in a way that is thoughtful and sustainable. They will have experience collaborating with a Board to create a vision and a plan for implementation, and to inspire the commitment of staff and other stakeholders. With a track record of financial management, the Executive Director will demonstrate an understanding of the drivers that influence agency success. They will have experience managing a Board of Directors and a genuine interest and ability to mentor and develop the team. This individual will center the perspectives and needs of youth and families, promote open dialogue with team members to identify best practices, and coalesce all constituencies around a shared view or plan.

Education & Experience

The Executive Director will have an Advanced Degree in Education, Social Work, Not-For-Profit Management or other relevant field and/or a minimum of five years of equivalent experience in volunteer administration/management, preferably in a non-profit environment working within a school or school related program with youth. An understanding of social-emotional support is important.

Physical and Cognitive Requirements necessary to perform this job

The Executive Director will have strong problem-solving, decision-making, analytical, and cognitive skills. The Executive Director must be able to lift up to 50 lbs, stand or sit for long periods of time, and conduct oral presentations, read, and communicate effectively.

Reporting Relationships

The Executive Director reports to the Board of Directors. The number of direct reports will include a Program Director(s), Mentor Coordinator, AmeriCorps members, and other paid staff and volunteers.

Further Information

Salary: \$95,000 - \$100+ (DOE)

Benefits: Comprehensive benefits (medical and dental insurance) and top of the market paid time off (vacation, sick leave, paid holidays).

Location: Dallas, TX (with hybrid flexibility)

IHDF is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and people who identify as LGBTQ+. We actively engage individuals from all backgrounds. We are committed to embracing diversity within our organization because we firmly believe that diverse employee teams help us to achieve our best organizational outcomes and provide the most effective support to the communities we serve. We are dedicated to creating and maintaining an inclusive and supportive work environment.

IHDF has retained PNP Staffing Group to lead this search. Please email resume and cover letter to Wade Savitt, Executive Recruiter: wsavitt@pnpstaffinggroup.com