



POSITION OPENING

**Executive Director
JAG-Missouri, Inc.**

Jobs for America's Graduates, Inc. (JAG-Missouri) seeks a full-time Executive Director.

- The starting date is flexible, but the date is anticipated to be no earlier than June 1, 2022.
- The salary is competitive and negotiable.
- Applications should be submitted by March 1, 2022; however, the position will remain open until filled. Applications will remain confidential.
- Applicants should submit a letter of interest, resume, and the names and contact information of three references to the Board of Directors Search Committee at: missourijag@gmail.com

JAG-MISSOURI, INC.:

Founded in 1979, Jobs for America's Graduates (JAG) is a national nonprofit organization that helps students reach their full potential by graduating from high school and being ready to move into vocational/technical schools, two-year colleges, four-year universities, military service, or a career. JAG serves students who have academic potential, but who also face significant barriers, such as poverty, challenging family situations, and a history of personal trauma.

Since its founding in 1979, JAG has served more than 1.5 million students. Nationally, in 2021-22, JAG is serving more than 76,000 students in more than 1,500 locations in 40 states, including Missouri. For more information about JAG, visit www.JAG.org

Currently, JAG-Missouri is serving approximately 3,500 students in 98 programs in 67 schools. The Board of Directors, co-chaired by Governor Mike Parson and First Lady Teresa Parson, remains committed to expanding the program to serve even more Missouri youth.

JAG-Missouri is an in-school program offered in three settings: high school, alternative school, and middle school/junior high. JAG counts as an elective toward high school graduation. JAG also has been approved to meet the new MSIP-6 (Missouri School Improvement Program – Number 6) requirements developed by the Missouri Department of Elementary and Secondary Education. At its core, JAG is both a school-dropout prevention program and a school-to-work program, thus helping address the national critical need for workforce readiness. Currently, JAG-Missouri provides participating schools with approximately half the annual funding needed for the program.

For more information about JAG-Missouri, visit: www.JAG-Missouri.org

REPORTING AND SUPERVISION:

The Executive Director is hired by, evaluated by, and reports to the Board of Directors. The Executive Director works closely with the Board, in particular with the Board's Executive Committee and Co-Chairs. The Executive Director leads all the core functions of the organization including strategy, finance, board management, advancement, and program delivery. The Executive Director is charged with expanding and improving programs, developing services that promote JAG-Missouri's mission, and ensuring quality service delivery.

RESPONSIBILITIES:

The Executive Director position is a professional position not limited to a 40-hour week. The position is a combination of leadership and management, coupled with hands-on responsibilities. The major responsibilities by category include:

Leadership

- Work with the Board of Directors to develop the vision and goals for JAG-Missouri.
- Staff the Board leadership on various initiatives.
- Represent JAG as the “face of the organization” with schools, legislators, donors, media, and community leaders.

Management

- Recruit, identify, hire, evaluate, and manage the JAG-Missouri Staff Team, which currently includes one full-time position, three half-time positions, a quarter-time position, and two consultants.

- Establish priorities for the Staff Team; facilitate regular communication; schedule Team meetings; and address personnel/organizational issues as needed.

Financial

- Secure the funds necessary to support the programs and operations of the organization.
- Ensure all funds are allocated fairly and appropriately.
- Prepare and submit grants to foundations and other granting agencies; meets with potential donors; works with governmental funding agencies; and collaborates with JAG National on federal funding opportunities.
- Work with elected officials to secure state and federal funds, which includes meeting with legislators and testifying before committees.
- Ensure all reporting requirements for grants are completed on schedule.
- Oversee the financial status of the organization, including developing long and short-range financial plans; monitoring the budget and ensuring sound financial controls are in place; and setting financial priorities to ensure the organization is operating in an optimal manner.

Partnership Engagement & Program Development

- Establish and maintain relationships with partner organizations within public education, business and economic development community partners as well as government agencies, community leaders and the public.
- Create and strengthen partnerships with workforce development units across the state to enhance apprenticeships, internships, job shadowing, and other job/career opportunities for students.

MINIMUM REQUIREMENTS:

- Bachelor's Degree from accredited institution or equivalent life experiences. Master's Degree preferred.
- At least two (2) years of management experience, preferably with a nonprofit organization.
- Experience in some or all of the following: workforce development, fundraising, marketing/branding, fiscal management, board development, and social media.
- Excellent verbal and written communication skills with attention to details.
- Experience in financial matters, including developing and managing budgets.

- Ability to communicate and work effectively with a broad range of groups and individuals (e.g. Board, JAG-Missouri staff, JAG-Missouri Specialists, JAG students, school administrators, elected officials, donors, JAG National staff).

ADDITIONAL QUALIFICATIONS:

- Have appreciation for, and experience working with, public education, preferably at the K-12 level.
- Experience working with elected officials, state agencies, and other governmental units.
- A successful record of attracting, hiring, managing, and evaluating staff.
- Ability to define short and long-term goals, strategies, and initiatives.
- Ability to be entrepreneurial, strategic, and thrive in a fast-paced, highly collaborative environment.
- Ability to utilize creativity in solving complex business problems.
- Ability to educate a variety of constituencies and interested parties about the program(s) through casual and formal presentation.
- History of sensitivity, appreciation and enthusiasm about diversity in backgrounds, perspectives and experiences.
- Solid computer skills and ability in Microsoft, Excel, Power Point and virtual meeting platforms (ex: Google Hangout, Zoom)

ATTRIBUTES DESIRED:

- Skilled at combining persuasion, persistence, and patience.
- Willing to learn about JAG and stay current with JAG goals, policies, requirements, etc.
- Be a strong, clear, consistent voice for JAG-Missouri to JAG National.
- Have experience in setting and focusing on priorities, developing strategies, implementing plans.
- Be accessible and respond in a timely manner to inquiries from prospective schools.
- Possess ability to navigate bureaucracy, balancing assertiveness with acquiesce
- Have experience preparing materials (scripts, reports, promotional materials, etc.) and providing staff services for the Board.
- Have ability to direct and work with hired lobbyist to advocate for JAG-Missouri, including testifying at hearings.
- Have experience organizing special events.

WORK ENVIRONMENT:

- All JAG-Missouri staff members work from their homes; there is no physical office.
- The Staff Team meets regularly via Zoom, if not in-person.
- Statewide travel is expected of the Executive Director and other Team members, some of which includes overnight stays.
- Must be able to lift and carry up to 25 pounds.