

Job Posting

Are you a highly motivated, relationship-oriented leader with a passion for education and have fundraising experience? The Teaching Fellows Institute of Charlotte, North Carolina is hiring an Executive Director!

The [Teaching Fellows Institute](#) was created to recognize and honor the Charlotte area's outstanding teachers and to provide opportunities that further develop their leadership and professional expertise in order to promote retention of these effective educators. Through participation, Fellows share best practices, explore the art and science of teaching, and are encouraged to become educational advocates and community leaders

Job Duties:

As the Executive Director, you will be responsible for all aspects of organizational management, strategic planning, and program execution and impacting the lives of our teachers! This role requires a highly motivated individual with a strong background in education, leadership, and non-profit management. You will be instrumental in shaping the organization's vision, building relationships with our teachers and education community, fundraising, and ensuring the effective implementation of our programs. **This position provides a remote, part-time, flexible schedule of up to 20 hours per week. Applicants must be within the greater Charlotte area.**

Key Responsibilities:

- **Strategic Leadership:** Develop and execute the organization's strategic plan, aligning it with our mission and vision. Identify opportunities for growth and innovation in our educational programs and initiatives.
- **Fundraising & Financial Oversight:** Manage the organization's budget, including fundraising, grant writing, and working closely with TFI's financial accounting team to facilitate fiscal reporting.
- **Program Management:** Design, implement, and evaluate educational programs, conferences and signature events. Ensure programs deliver on our history of high-quality experiences.
- **Community Engagement:** Build and maintain strong relationships with community partners, educators, donors, and other stakeholders. Represent the organization at events and in public forums.
- **Administrative Duties:** Oversee all administrative functions, communications, and technology. Handle all day-to-day operations and ensure efficient and effective functioning of the organization. May manage external providers to help deliver on agreed services.
- **Advocacy and Outreach:** Promote the organization's mission and programs through marketing and outreach efforts. Advocate for educational improvements and policies that align with our objectives.

- Board Engagement: Maintains strong relationships with our organization's Board of Directors with transparency and accountability for operations and strategy.

Qualifications:

- Educational Background: Bachelor's degree or equivalent experience in non-profit fundraising, management, and/or education.
- Experience: Proven experience in a leadership role within the education sector or a non-profit organization. Experience with program management, strategic planning, and fundraising is essential.
- Skills: Strong leadership, organizational, and communication skills. Ability to work independently, manage multiple tasks, and make strategic decisions. Proficiency in office software and technology tools.
- Passion: A deep commitment to education and a genuine desire to make a positive impact on learners and educators.
- Incumbent will need to be in the Greater Charlotte area but can work remote.

Benefits:

- Competitive pay commensurate with experience
- Flexible work hours
- Opportunity to shape the future of educational initiatives
- A supportive and collaborative work environment

Application Process:

To apply, please submit your resume, a cover letter detailing your relevant experience and vision for the role, and contact information for three professional references to:

boardTFI@gmail.com.

Application deadline: November 8, 2024

The Teaching Fellows Institute is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.