



Organization: Project One
Position Title: Executive Director
Status: Full-Time/12 months
Reports to: Board of Directors

ORGANIZATION SUMMARY

Who We Are

Project One is a 501(c)(3) nonprofit organization. The mission of Project One is to provide the opportunity for highly deserving students under-resourced, single parent families in Mecklenburg County to attend an NC public university and graduate without the burden of student debts. The organization does this both in providing financial assistance and in providing support during the four years of college.

Neal Emmons is the Founder of Project One. Neal was raised by a single mom who provided for their basic needs, but who didn't have the financial means to send him to college. Through the generosity of a friend's family, Neal and his sister were afforded the opportunity to attend and graduate from Baylor University. Neal never forgets that without the generosity and investment from a family friend, he would not have had the opportunities he has had. Neal created Project One to give high school students growing up in similar circumstances the same educational opportunity that he received.

Why We Matter

One of the major community initiatives in Charlotte is Economic Mobility. Project One directly encompasses several important factors cited in the Harvard Economic Mobility Study: focus on single parent families, providing a quality education, and increased social capital. Our mission offers a unique program that not only provides four-year college scholarships but also focuses on educating our recipients on personal financial literacy, helping each to identify their gifts/talents, and supporting them through a mentoring relationship during their college career. The volunteer mentors help our Scholars navigate issues that they will face in their college years. Additionally, social capital is built over the course of their college career as these Scholars have the opportunity to connect with their mentors, as well as the Project One Board of Directors and network of volunteers. Mentors also help Scholars acclimate to real life including acting as sources for letters of recommendation, job leads, and networking within the community.

Our mission provides a path to get students to college and, more importantly, through college. Ultimately, the impact we are trying to achieve is to break the cycle of generational poverty in their life.

Structure and Governance

Project One is governed by a Board of Directors. The Executive Director will report to the Board Chair, and also interface with all directors as well as key vendors, partners, and, donors. Currently, there are no other full-time staff members. The organization leverages the Board of Directors and a volunteer base of supporters. The Board of Directors meets monthly, and additionally, as needed.

POSITION DESCRIPTION

The Executive Director (ED) will provide oversight, management, and coordination of the organization's operations in fulfillment of its mission. Working closely with the Board, key stakeholders and partners, the ED will be visible in the local community, collaborating with other organizations, donors and partners to further the mission. The ED is responsible for overseeing the administration, programs and strategic plan of Project One for the Charlotte-Mecklenburg area. Other key duties include fundraising, marketing, and community outreach.

KEY ROLES AND RESPONSIBILITIES

Organization Mission and Strategy

- Works with Board and external partners to advance Project One's mission through programs, strategic planning and community outreach.
- Establishes, in collaboration with the Board, an organizational vision and articulates both short- and long-term plans to achieve it.
- Has responsibility for implementation of programs that carry out Project One's mission.
- Has responsibility for the enhancement of Project One's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

Fund Development

- Establishes and maintains relationships with various organizations and utilizes those relationships to strategically meet financial goals.
- Develops and executes a fund development plan, including but not limited to increasing the donor pool, sustaining and growing giving among existing donors, implementing an annual giving campaign, and establishing a major/planned gifts effort.
- Along with the Board, responsible for fundraising and developing other resources necessary to support mission.
- Identifies potential sources for grants and prepares applications for grants. Prepares any follow-up items requested for approved grants (i.e. impact and outcomes reports).
- Plans, attends and manages fundraising events (including primary annual fundraising event).

Marketing and Communications

- Increases the visibility and awareness of the Project One brand and mission by developing and implementing marketing plans; leveraging with outside marketing firms, as necessary.
- Utilizes a wide range of communications tools to engage and excite multiple audiences about Project One's work, including but not limited to: website, social media, direct mail, etc.

Fiscal Management and Administration

- Establishes and implements administrative policies and procedures for all functions and for the day-to-day operations of Project One.
- Develops resources sufficient to ensure the financial health and continued viability of Project One.
- Has responsibility for fiscal integrity, to include submission to the Board of a proposed annual budget and financial statements, which accurately reflect the financial condition of Project One.
- Has responsibility for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of Project One in a positive financial position.
- Coordinates payments made on behalf of Project One (including payment of tuition and payment of vendors).
- Fulfills any audit requirements.

Community Outreach and Scholar Relationship Building

- Serves as primary spokesperson to Project One's constituents, the media and the general public.
- Maintains and identifies new sources for scholarship applicants (i.e. partner agencies).
- Builds and maintains relationships with scholarship recipients including, keep up-to-date on issues and academic status of scholarship recipients, advise of any issues relating to academic status to the Board, and attend Scholars' college graduations, if available.
- Continues to develop and adjust criteria for new scholarship applicants, as necessary.
- Plans, coordinates and attends annual December program for active scholarship recipients.
- Attends, coordinates, and manages the annual scholarship interview/selection process.

Board Engagement

- Reports to and works closely with the Board of Directors to seek their involvement in policy decisions, fundraising, and to increase the overall visibility of Project One.
- Has responsibility for leading in a manner that supports and guides Project One's mission as defined by the Board of Directors.
- Communicates effectively with the Board and provides, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Assists Board in identifying and recruiting additional board members.

THE IDEAL CANDIDATE

- Possesses passion for education as opportunity for social and economic mobility.
- Demonstrates passion and enthusiasm related to Project One's mission and understands the role Project One plays contributing to social and economic mobility for its scholarship recipients.
- Highly motivated, self-confident, challenge-driven and entrepreneurial, thriving in a work environment characterized by autonomy and measurable goals and results.
- Nonprofit experience, preferably as executive director or experienced in other areas of the nonprofit sector including fundraising, marketing/communications, and/or program management.
- Exhibits both resourcefulness and creativity as it relates to leveraging resources and relationships to advance Project One's mission and vision.
- Successful management of several projects from initiation to completion, achieving stated goals on time and within budget.
- Communicates effectively, both in writing, and verbally
- Possesses ability to take ownership of strategic vision and develop as their own.
- Possesses four-year college degree.

WORK ENVIRONMENT

This is a full-time position based in Charlotte, NC with options to work from home or at a coworking location (in compliance with Covid-19 executive orders and CDC recommendations). Occasional weekend and evening work is required.

APPLICATION PROCESS

Project One is an Equal Opportunity Employer committed to inclusive hiring and dedicated to diversity in its work and staff. Employment decisions are made without regard to race, color, religion, gender, sex, national origin, physical or mental disability, age, sexual orientation, veteran status, or any other characteristic protected by applicable state or federal law. Project One encourages candidates of all groups and communities to apply for this position.

To apply, submit your resume and cover letter to info@projectonescholars.org by **03/05/21**. Subject Line: Project One Executive Director Position. Please also indicate where you learned of the opportunity. **NO PHONE CALLS PLEASE**. To learn more about Project One, please visit www.projectonescholars.org.