

Greater Cleveland Career Consortium Executive Director Job Description

Reports to: Consortium Board of Directors

Employment Type: Full Time Salaried

Salary: Compensation: \$150,000 - \$170,000 annually commensurate with experience plus benefits

PACE OVERVIEW:

In Fall 2019, the Cleveland Metropolitan School District (CMSD), in collaboration with the Cleveland Foundation, launched a systems-engineering design process called Linking Students to Career Pathways and Living Wage Jobs (Linking Students). In 2021, this process became the Planning and Career Exploration (PACE) Initiative. PACE aims to address the challenge of ensuring all CMSD students graduate from high school with a career direction and a plan for next steps to move forward. The 15-month Linking Students planning and prototyping process, which involved more than 40 organizations, identified two strategies for moving forward:

1. The development and implementation of a K-12 structured, student-centered career exploration and guidance system, which commenced in Fall 2021. The system is focused on helping every student graduate high school with a career direction and plan. It aims to help students feel empowered to chart a direction, stay on course, assess and take advantage of opportunities, and address barriers.
2. The Greater Cleveland Career Consortium (Consortium) is being created to accelerate this effort. The Consortium will comprise key stakeholder organizations working to coordinate, implement, and resource a student-centered career guidance system within Cleveland and nearby school districts. The Consortium is currently being designed and built by a work group comprising CMSD leadership and representatives from local business, government, nonprofit, workforce development and youth-serving organizations. An Executive Director will be hired in late 2021 to lead the Consortium.

QUALITIES OF A SUCCESSFUL EXECUTIVE DIRECTOR CANDIDATE:

- a) Passionate and knowledgeable professional who understands that the Consortium is a new way of thinking and acting that shifts the conversation with students away from “Will you attend college or have a career?” to “What is your career goal? Let's look at the multiple ways you can get there so that you know your next step when you graduate.”
- b) Strong organizational skills with the ability to work with, organize, and guide a broad ecosystem of stakeholders ranging from school districts to youth-serving organizations to employers—in an intentional, sustainable manner to effectively launch the careers of young people when they graduate high school.

- c) Effectively lead and represent an active, aligned, cohesive consortium that centers on students while meeting the short- and long-term needs of employers, including telling our story in a clear and compelling way and building productive relationships with diverse stakeholders in a variety of forums in order to drive transformational change.
- d) Possess a deep, fundamental commitment to equity ensuring that all students get the services, resources, connections, and learning opportunities they need to realize their full potential, regardless of who they are or where they live, and advocating and supporting all Consortium members and stakeholders to share equity as a core value and business imperative.
- e) Strong analytical and decision-making skills including the ability to make difficult decisions in an equitable, inclusive, and transparent manner.
- f) Strong team player who is collaborative by nature.
- g) Comfortable leading a high visibility, non-linear process in the face of rapid change while driving toward ambitious outcomes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Facilitate the development of an agreed-upon work plan that operationalizes strategies and outcomes to ensure all students have a career vision and a plan to pursue it.
- Lead the work of building the Consortium from a prototype to a formal, impactful entity.
- Serve as the face of Consortium.
- Harness the talent and skills of Consortium members.
- Manage the Consortium’s budget, small staff, and operations as well as the relationship with the fiscal agency (currently being identified).
- Generate ownership of the mission throughout the community.
- Lead the annual public reporting of the Consortium’s progress and outcomes.

QUALIFICATIONS

Required:

- a) Experience in bringing an equity-minded approach to leadership, collaboration, and outcomes
- b) Demonstrated ability to work effectively with diverse stakeholder groups (e.g., early career seekers, youth serving agencies, workforce development agencies, employers, education entities, etc.)
- c) Demonstrated success in strategy, planning, and implementation of complex community initiatives
- d) Demonstrated experience building relationships and leverage them in support of a shared goal
- e) Familiarity with nonprofit business operations including budgeting and financial management
- f) Experience and comfort reporting to, working, and communicating with a Board of Directors representative of a diverse set of stakeholders
- g) Experience securing funding from diverse sources (e.g., philanthropic organizations, government grants)
- h) Excellent management skills, especially of complex projects and
- i) Excellent communication and interpersonal skills.

Preferred:

- a) College degree
- b) Experience working with a school district(s)
- c) Experience working with or within businesses, resulting in strong ties to the business community
- d) Established and trusted working relationships with schools and businesses
- e) Very knowledgeable about the Cleveland community, organizations, and businesses

TO APPLY

Applicants must provide a cover letter that highlights your qualifications, a résumé, and three professional references. Please email to: pfine@janusmallassociates.com and put “Greater Cleveland Career Consortium” in the subject line. While there is no application deadline, review of applications will begin in late December 2021. Note: interested applicants must be willing to submit a background check as part of the evaluation process.

The Greater Cleveland Career Consortium is deeply committed to creating an inclusive workplace that celebrates the diversity of all of our employees. We respect the dignity and inherent rights of all individuals and are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment regardless of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status, or any other federal, state, or local protected class. We continuously focus on equitable hiring, training, promotional practices, and policies because our greatest strength is our team.