JOB ANNOUNCEMENT: The Freedom Project seeks a highly motivated, dynamic individual with strong administrative, fundraising, teaching, and leadership skills to serve as the Executive Director.

THE FREEDOM PROJECT: The Sunflower County Freedom Project is an independent non-profit organization dedicated to educational excellence and leadership development in Sunflower County, Mississippi (est 1998). We use the history and spirit of the 1960s freedom struggle to motivate young people to become capable and compassionate leaders in their communities. Please visit our website at: www.sunflowerfreedom.org to learn more.

DESCRIPTION:
The Executive Director is a motivated student-centered leader who is responsible for setting the strategic vision for the SCFP while managing all internal and external aspects of the organization. This person must be capable of managing multiple priorities and remaining flexible and solution-orientated in a small non-profit setting. The many responsibilities of the role will include, but are not limited to, the following:

Co-lead the SCFP Board of Directors with the Board Chair
1. Manage all working committees and spearhead efforts to recruit and retain board members.
2. Organize and execute quarterly board calls as well as one in-person meeting in June.

Manage all day-to-day operations for afterschool, summer, and alumni programming
1. Set programmatic offerings with staff and develop systems for accountability and evaluation.
2. Manage all full-time and part-time staff and perform all human resource functions.
3. Manage all property and vehicle maintenance and renovation.
4. Execute all accounting processes within Quickbooks and work with external accountant for tax obligations.

Sustain and grow funding capacity
1. Cultivate and steward all individual donors, corporate donors and grantor relationships.
2. Execute all yearly grant applications and meet all reporting deadlines.
3. Research and develop new grant and sponsorship opportunities.
4. Execute 1-3 annual fundraiser events and seek new opportunities to engage supporters.

Provide student-facing programming
1. Manage all recruitment and retention efforts for students and families.
2. Participate daily in mentorship and student-facing activities including managing disciplinary events.
3. Fill-in, when needed, for teaching responsibilities and for special events.
4. Transport students for programming, trips, or special events.
Maintain and build external partnerships

1. Play an active role in Freedom Project Network partnerships and work towards building a stronger network across Mississippi.
2. Work closely with Mississippi Delta Afterschool Collaborative partners to improve programming/build resources for all members.
3. Work closely with Sunflower County Consolidated School District in improving educational outcomes for all students in the county.

DESIRED ATTRIBUTES AND SKILLS:

- A deep passion for social justice, educational equity, and working with youth (twelve to sixteen years of age)
- An understanding of program development, analysis, and improvement
- A commitment to working within the Delta and an understanding of cultural and community identity
- A comfort working within a small team, building a productive and inclusive culture that promotes accountability and excellence
- Non-profit management or work experience with a focus in education, preferred
- Fundraising, grant writing and strategic planning experience, preferred
- Coaching and mentoring experience
- Excellent speaking and writing skills
- Flexible, willing to work long and/or irregular hours; can work well in less-structured environments
- Self-motivated and detail-orientated leader that can see both the big picture and also sweats the small stuff.
- A sense of humor and the skills to bring joy to staff and Freedom Fellows

COMPENSATION:
The Sunflower County Freedom Project offers a compensation package that is commensurate with credentials and experience. The SCFP offers health insurance benefits for all full-time staff members.

TIMELINE:
Applications will be reviewed until the position is filled, with a final deadline of February 29th. Ideally, candidates will start in mid/late April, but we can be flexible for the right person.

APPLICATION REQUIREMENTS:
Candidates should complete the application at [http://www.sunflowerfreedom.org/get-involved#careers-the-scfp](http://www.sunflowerfreedom.org/get-involved#careers-the-scfp)