



Executive Director

Title: Executive Director
Reports To: Board of Directors
FLSA Status: Exempt

Organization Overview:

The Ohio Afterschool Network (OAN) is the only statewide organization that brings national evidenced-based best practices and resources to Afterschool and Summer Learning professionals throughout the state of Ohio. Because of our strong national, state, and local partnerships, we can provide resources and connections with speed and efficiency. OAN is a membership association composed of members who are innovative, forward-thinking professionals with a heart for youth and an eye on the future. OAN has three primary roles: **CONVENER** – we draw together providers, partner organizations, and allies to have a space to share and to learn from one another, **CONNECTOR** – we help those seeing resources, information, or partners to make connections in a meaningful way, and a **COLLECTIVE VOICE** – we unite the field to make needs and concerns heard. For more information about OAN, please visit our website at OANOhio.org.

General Responsibilities

Reporting to the Board of Directors, the Executive Director (ED) has overall strategic and operational responsibility for the Ohio Afterschool Network's programs, expansion, and execution of its mission. OAN convenes stakeholders to advocate for, support, and facilitate the development of quality, sustainable Out-of-School time programs for Ohio's children and youth.

Board Governance:

Works with the board in order to fulfill the organization's mission.

- Responsible for leading OAN in a manner that supports and guides the organization's mission and core values as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

Financial Performance and Viability:

Develops resources sufficient to ensure the financial health of the organization.

- Responsible for fundraising and developing other revenues necessary to support OAN's mission.
- Responsible for the fiscal integrity of OAN, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

Organization Mission and Strategy:

Works with the board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for the implementation of OAN's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that OAN can successfully fulfill its Mission into the future.

- Responsible for the enhancement of OAN's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

Organization Operations

Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for effective administration of OAN operations.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Job Responsibilities:

1. Responsible for planning, organization, and direction of the organization's operations and programs
2. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization.
3. Supervise, collaborate with organization staff.
4. Strategic planning and implementation.
5. Planning and operation of the annual budget.
6. Serve as OAN's primary spokesperson to the organization's members, partners, the media, and the general public.
7. Establish and maintain relationships with partner organizations and utilize those relationships to strategically enhance OAN's mission and core values.
8. Engage in fundraising and developing diversified revenue streams.
9. Oversee marketing and other communications efforts.
10. Oversee organization Board and committee meetings.
11. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
12. Review and approve contracts for services.
13. Frequent statewide and occasional Nationwide travel is required
14. Other duties as needed to advance the mission of the organization.

Qualifications:

- Associate's degree required, Bachelor's degree in a relevant field strongly preferred
- BCI and FBI background checks required
- Experience in systems building and collaboration
- Experience with Afterschool/Out of School Time programs strongly preferred
- Ability to work independently and take initiative
- Strong, professional written and verbal communication skills
- Must have a passion and enthusiasm for Afterschool and Summer Youth Programs and a belief in the mission and vision of the Ohio Afterschool Network

Benefits:

- Competitive salary: \$70,000
- Flexible work schedule
- Opportunity for Statewide and National business travel
- Investments in Professional Development & Growth
- Cell phone stipend
- Paid time off