



# Managing Director Job Description

Location: 2 positions, one in Vancouver, WA and another in Seattle, Washington

One year Limited-Duration position.

## About Us

iUrban Teen is a nationally recognized program dedicated to bringing career-focused education to historically and systemically excluded teens ages 12 to 18. Youth receive hands-on exposure to a variety of careers and civic engagement opportunities that step them outside of their current boundaries. Our program goals are to increase awareness and knowledge of STEM+A careers and training, to build confidence and critical thinking, to provide mentorship and internship opportunities and to create a collaborative learning model for youth.

We are looking for a **Managing Director** that will report directly to our Executive Director and will be responsible for leading the implementation of our local programs.

## Job Responsibilities

The iUrban Teen Managing Director will have thorough knowledge of educational programming principles and clearly understand the mission, values, and role of iUrban Teen, including its policies, procedures, programs, and services. He or she will be effectively able to communicate this understanding to direct reports and the community. The Managing Director will also have knowledge and experience working with students of color and have knowledge of Trauma-Informed Care principles and Social Emotional Learning.

- Program Management -
  - Possesses a keen understanding of local programs, resources and preexisting relationships within the community.
  - Displays outstanding organizational skills, including the ability to prioritize tasks effectively and work on multiple projects simultaneously.
  - Manages the delivery of iUrban Teen programs locally by managing volunteers and individual project managers.
  - Displays a passion for providing quality, culturally appropriate, client-centered, and trauma-informed educational opportunities.
- Relationship Management -
  - Will be a masterful influencer, leading with grace and confidence.
  - Will initiate and build relationships with the local community partners, families, and other educational partners.
  - Will establish and grow relationships with targeted students and their families.
- Business Development -



- Will participate in and direct localized fundraising efforts for the organization.
- Will manage local donors, grants and other fundraising opportunities.
- Communication -
  - Showcases exceptional communication skills, both written and oral, and the ability to communicate effectively with diverse audiences and in a variety of contexts.
  - Will be responsible for communications to regional families, to local companies, partners, and education districts.
  - Will collaborate with peer Managing Directors in other cities, as well as with Departmental Directors.
- Program Development -
  - Will assist in the development of new programming and program partnerships.
- Program Implementation
  - Will be responsible for creating and maintaining local city budget and financial tracking.

### **Supervisory Responsibilities**

Will supervise a team of three: Program Manager, Community Engagement Manager, and a part-time Administrative Assistant. You will also work with a group of local volunteers.

### **You are the ideal candidate if you have:**

- Experience in a fast-paced, entrepreneurial environment.
- Demonstrated skills in teambuilding and managing teams.
- Have stellar work ethic.
- Demonstrate a passion for closing the achievement gap on the middle school, high school, and/or college level for first-generation and low-income students.
- Ability to guide students towards ambitious goals.
- Highly adaptable and solutions-oriented with an ability to solve complex problems.
- An uncompromising commitment to the highest quality work and exceptional results.
- Superior written communication, organizational and project management skills.
- Comfortable with shifting priorities.
- Intermediate to advanced Excel skills and experience working with databases.
- Ability to work Saturdays and some nights as dictated by programming needs.
- Proficient with Office 365 and online collaboration.
- Ability to pass background check
- Preference/nice to have
  - Salesforce/CRM experience.
  - Non-profit background; and
  - Familiarity with STEM fields.
  - Bilingual



**About this position:**

- Full benefits package – 100% paid medical/dental
- Compensation \$64,000-\$68,000 annual plus commission
- Limited Term (12 months) Full Time Salaried Exempt Position.

**To Apply:** Send resume and cover letter to [Ratika@iurbanteen.org](mailto:Ratika@iurbanteen.org).

iUrban Teen is an equal opportunity employer committed to racial equity. We welcome and encourage applications from candidates who can contribute to the diversity of our workforce across a range of dimensions. Individuals who identify as Black, Indigenous, Latinx, Asian, or other People of Color, people who are queer, trans, non-binary, people with disabilities, people who are immigrants, people from poor and working-class backgrounds, and people who are/have been system-impacted are strongly encouraged to apply.

iUrban Teen values competitive and equitable benefits, work-life balance through flexible schedules, bringing one's whole-self to work every day, close partnerships between community and employees, and creating a safer work environment for employees of historically excluded communities.