

Horizons at Dedham Country Day School Executive Director Job Description

Opportunity:

This is an exciting opportunity for a dynamic individual to lead the Horizons program at Dedham Country Day School (DCD) in Dedham, MA. The Executive Director will set the strategic vision for Horizons at DCD's work in partnership with the Horizons Board, build and lead a high-performing team of one year-round employee and a summer staff of 30, and engage with a wide array of stakeholders (students, families, teachers, board members, alumni, donors, and national and local partners). Horizons at DCD is a part of Dedham Country Day School and, as such, the program benefits from the resources (physical, human, financial, community) that exist at DCD. This critical role reports to the DCD Head of School, in partnership with the Horizons at DCD Board Chair. The Executive Director is uniquely positioned to advance the organization's mission of advancing educational equity by building long-term partnerships with students, families, communities, and schools to create experiences outside of school that inspire the joy of learning.

About the Organization:

Horizons at Dedham Country Day is a community-centered education program serving 135 students from the Greater Boston area. Horizons builds long-term partnerships with students, families, communities, and schools to create experiences outside of school that inspire the joy of learning and build academic skills. The main component of Horizons is a six-week summer program located on the campus of Dedham Country Day, where students participate in academic, cultural, and recreational enrichment activities. The six-week program is supplemented by a growing school-year program, where students participate in after-school tutoring, and community-building events. Horizons at DCD operates a proven model and, while operating as an independent entity, is part of an affiliated network with over 70 Horizons sites serving students across the country.

Qualifications/Skills:

- 5+ years of relevant experience in non-profit and/or program administration, including operations, budgeting and staff management, preferably in an organization with a focus on education, out-of-school programming, or youth
- Strong project management and organizational skills, attention to detail, and ability to set and meet deadlines with competing priorities
- Experience setting strategic vision and bringing this vision to fruition through clear and actionable planning and execution
- Strong people management skills, with the ability to build high-performing teams, create strong and positive team culture, and coach and develop skills in others
- Experience with fundraising and donor relations, including grant writing experience and event planning
- The ability to develop and manage budgets
- Experience building and maintaining relationships with a wide variety of stakeholders
- Appreciation for diversity of perspectives and strong cultural competency
 - **Diversity Statement:** Dedham Country Day School fosters a sense of community in which children feel seen, cared for and valued. We strive to provide children with a multicultural and culturally responsive education that honors the diversity of our

community and the larger world. At DCD, we believe diversity includes a broad and evolving list of traits, including age, ethnicity, culture, nationality, family configuration, gender identity, orientation, social and economic class, physical and learning differences, religion, as well as other characteristics that contribute to each individual's full identity. Embracing our motto, Learning Is a Way of Life, DCD supports its community in understanding and appreciating multiple perspectives, identifying and rejecting stereotypes and prejudices, understanding systemic oppression in all forms, and working for equity and belonging at DCD and beyond.

- Competent in G-suite, Google Docs, sheets, slides, etc
- Experience working with Salesforce, Raiser's Edge, BlackBaud, etc.

Major Responsibilities:

Program Management and Administration

- Provides clear vision and direction to maintain and improve current programs and services, including using data and other evaluation tools to assess and improve the impact for the summer program, four Saturday community events, and ongoing family support
- Oversees development and execution of summer program instructional plan
- Strategically focuses Horizons resources to yield the greatest impact to students
- Develops and maintains effective working collaborations with various stakeholders, including Horizons National, parents and students, Horizons staff and DCD staff and faculty
- Plays a lead role in talent management for the Horizons DCD, including hiring, training, evaluating, and retaining top-quality staff, teachers, and volunteers and fostering a strong culture
- Oversees student recruitment program, including developing strategy, managing partnerships, selecting and enrolling to meet annual goals
- Oversees all operations, including food services, bus transportation, contracts, coordination with DCD staff, state licensing, etc.
- Oversees all operational, business, and fiscal matters, including accounting and payroll, with DCD's CFO and the Business Office, to maintain adequate fiscal systems and controls

Fundraising

- Serves as the lead fundraiser including helping lead the development strategy, partnering with the board of directors to set annual goals, owning a portfolio of individual donors, including stewarding those relationships and making asks of those donors
- Oversees the Associate Director of Development and Marketing on the following responsibilities:
 - Develops and implements a fundraising strategy with the Sustainability Board Committee
 - Identifies and solicits prospective funding sources across diverse channels
 - Writes grants and reports to foundations and other sources of funding
 - Maintains up-to-date donor database and tracking system
 - Stewards relationships with donors and oversees recording and acknowledgment of all gifts in a timely manner
 - Stays informed about trends in foundation and corporate fundraising, governmental law, and regulations applicable to fundraising
 - Plans a solicitation schedule and strategy in tandem with DCD's Advancement team
 - Meet monthly with DCD's Institutional Advancement team to provide updates on fundraising results

Board Partnership

- Serves as liaison between staff and Horizons at DCD Board of Directors
- Develops board meeting agendas and materials with Board Chair
- Provides administrative support to the board and its committees
- Maintains regular communication with Board Chair and committees
- Supports strategic planning, program development, and operational decision-making
- Collaborates with Board Chair, Treasurer, and Finance Committee on budgeting and financial oversight
- Assists in identifying and cultivating prospective board and committee members

Public/Community Relations

- Promotes community awareness of Horizons at DCD by serving as primary spokesperson
- Oversees the Associate Director of Development and Marketing on the following responsibilities:
 - Coordinates media relations with DCD's Marketing and Communications department
 - Coordinates visitor days during the Summer Program and Saturday community events
 - Preparation of brochures, reports, newsletters and other marketing materials
 - Establishes sound working relationships and cooperative arrangements with community groups and organizations that can support Horizons at DCD program and participants

Compensation and Benefits:

The salary range for this full-time position is \$90,000-\$110,000, commensurate with experience, plus competitive benefits. The Executive Director is expected to work primarily on-site at Dedham Country Day School, with the option to work remotely one day per week. A full-time on-site presence is required during the summer program. Attendance at the Horizons National Annual Conference is also expected. Horizons at DCD is an affiliate of the Horizons Greater Boston region and a member of the Horizons National Network.

To Apply:

Interested candidates should send a resume that showcases their skills and experiences, as well as a compelling cover letter describing their interest and how their qualifications and experience match the needs of Horizons at DCD. All cover letters and resumes should be sent as ONE PDF DOCUMENT titled "Last Name Cover Letter and Resume" to horizons@dcds.net. Please title emails as HORIZONS EXECUTIVE DIRECTOR SEARCH in the Subject Line. Resumes will be accepted until the position is filled.

Horizons at Dedham Country Day is a community-centered education program serving students from the Greater Boston area. Horizons does not discriminate based on race, color, religion, creed, age, gender, national origin or ancestry, veteran's status, sexual orientation, or any non-job related physical or mental disability.