



Position Announcement

Executive Director (part-time)

Organization

College Factory is a 501(c)(3) nonprofit organization in Athens, GA, with a mission to provide college planning resources to youth and families in the community. Founded in 2014, College Factory provides college coaches, SAT/ACT test preparation and college access-focused community workshops. Our programming empowers low-income, first-generation students to enroll in college.

Position Summary

College Factory is seeking its first Executive Director. The Executive Director position oversees board relations, fundraising, public awareness, fiscal management, as well as, the day-to-day operations of College Factory. The ideal candidate will have the skills and confidence needed to raise funds for the organization, communicate and coordinate with community partners and volunteers, as well as, supervise program staff. The ED oversees all aspects of College Factory program design and implementation to (1) promote the achievement of organizational and programmatic goals and (2) ensure that the program is executed in alignment with community and organizational values. Applicants should also be able to create, manage and communicate data to measure program impact in order to energize partners and support our work in the community.

Reports to: Board of Directors

Key Responsibilities:

- Assure that the organization has a long-range strategy to achieve its mission, and toward which it makes consistent and timely progress.
- Execute a robust program development plan, including fundraising, volunteer recruitment and training, grant writing, public relations and public speaking and planning and delivery of special events.
- Oversee day-to-day operations of College Factory, including volunteer recruitment, college coaching, SAT/ACT test preparation programs, and community workshops.
- Direct all financial operations of College Factory including: preparing and managing the annual budget, processing of donations, sending donation recognition statements, processing payments to vendors, ensuring compliance with grant terms and conditions, and preparing relevant information prior to and after budget allocations.
- Establish sound working relationships and cooperative arrangements with partner agencies, schools, community groups, organizations, corporations and the community at large.
- Manage relationships with college admissions and financial aid offices, high schools, and youth development organizations.
- Facilitate sessions focusing on college admissions and enrollment for students, parents and the public as needed.

- Maintain accurate, detailed program participant records, including contact information, demographics, and program-related outcomes.
- Support the development and implementation of data systems to track organizational performance and support decision-making.
- Create and maintain a robust program for management and recognition of donors.
- Publicize the activities of the organization including, website development and maintenance and development and production of marketing materials, the annual report, and other campaign materials.
- Recommend policies to the Board and/or assist the Board in formulation of policies for the effective and economical operation of the organization. Ensure implementation of policies adopted by the Board.
- Maintain administrative responsibility for public accountability of the agency.
- Maintain responsibility for compliance with all local, state and federal regulations.
- Set high expectations, communicate College Factory goals, hold staff and volunteers accountable for excellence, and celebrate victories.

Qualifications:

- Master's Degree preferred; Bachelor's Degree required
- Work or educational background in education, child development, higher education, psychology, social work, nonprofit management, or a related field
- Experience managing a team of staff in an educational or youth development setting, including budget management and community engagement preferred
- Excellent written and oral communication skills
- Strong organizational and time management skills
- Excellent problem-solving skills
- Ability to interact effectively with people of diverse backgrounds and education levels
- Demonstrated ability to take the initiative, work without supervision when necessary and begin projects independently
- Ability to work evenings/weekends on occasion and travel locally
- Experience in tracking, analyzing, and reporting data
- Effective team-builder and team member
- Skillful facilitator with commitment to student-centered learning
- Energetic, positive attitude, and flexible
- Deep, well-articulated commitment to College Factory's mission

Work Environment

College Factory does not maintain a physical office space. The Executive Director, like all College Factory-associated personnel, will work remotely.

This position is required to regularly use a computer, telephone, and other standard office equipment. The employee must be able to frequently communicate with various internal and external constituents using various forms of media. The ability to prepare and analyze detailed reports as well as enter/review information to ensure accuracy is required.

While performing the duties of this position, the employee must be able to remain in a stationary position for prolonged periods of time. The employee may occasionally transport up to 40 pounds.

The work environment characteristics and physical demands described above are representative of those an employee must meet to successfully perform the essential functions of this position. Reasonable accommodations may be made, in accordance with the Americans with Disabilities Act, to enable individuals with disabilities to perform the essential functions.

Applications will be reviewed on a rolling basis and accepted until the position is filled. Please submit your resume, cover letter, and a list of 3 references to hr@collegefactory.org. All documents should be in Word or PDF format. References will not be contacted without first communicating with the applicant.

College Factory is committed to reducing bias in every aspect of the hiring process. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other basis protected by law. This position may require pre-employment screening potentially including a criminal background check, verification of academic credentials, licenses, certifications, and/or verification of work history.