



DALLAS

Executive Director Position

MISSION

Building long-term, life-changing relationships with youth, equipping them to thrive and contribute to their community.

ABOUT

Elevate USA, based in Denver, Colorado has 20 independent affiliates located throughout the US. Each is a 501(c)3 with an independent local Board of Directors.

Elevate Dallas' unique, relationship-based approach employs full-time Teacher/Mentors who represent the community they serve. Part teacher, part mentor, part life coach, our dedicated team members make themselves available 24/7 to build relationships with students. The strength of these relationships is developed through four key program components: Accredited Classes, Mentoring, Adventure, and College and Career.

Elevate Dallas has been approved to teach within DISD and our Elevate curriculum is DISD approved. We currently employ two teacher-mentors and are active in the Thomas Jefferson High School feeder pattern. We hope to grow and add other feeder patterns in the future.

The Executive Director is responsible for establishing and executing major goals and objectives for the organization. Implements policies established by the board of directors. Develops and executes the organizational funding development plan. Provides leadership, direction and guidance of Elevate Dallas activities. Analyzes and evaluates the effectiveness of all organization operations. Develops and maintains organizational structure and effective personnel. Coordinates major activities through staff and appraises assigned personnel. Represents Elevate Dallas to regulatory bodies, other agencies, community and civic organizations, donors, funders and supporters, and the general public.

REQUIRED/PREFERRED QUALIFICATIONS, KNOWLEDGE, ABILITIES AND PERSONAL CHARACTERISTICS:

EXPERIENCE:

- Proven ability to fundraise; including major gifts
- Previous experience as an Executive Director, or as a leader within an organization focused on education or youth

EDUCATION/ KNOWLEDGE:

- University degree in related field preferred
- Leadership and management principles as they relate to non-profit organizations

ABILITIES:

- Good communicator; listens well; speaks and writes in a clear and effective manner
- Relationship builder
- Able to manage and develop others
- Strategic and able to cast a vision that others want to follow
- Has a calling and passion to serve youth and aligns with Elevate values
- Self-starter and strategic thinker that is organized and follows through on tasks
- Communicates directly with integrity
- Caring and meets people in their place of need