



## **Executive Director – Elevate Birmingham**

Reports to: Board of Directors

Status: Full-time; Competitive salary + benefits

Affiliate of Elevate USA

## **Summary**

The Executive Director serves as the chief leader of Elevate Birmingham, responsible for advancing the mission of building long-term, life-changing relationships with youth, equipping them to thrive and contribute to their community. This role provides vision, strategy, and operational oversight, ensuring organizational excellence in programs, fundraising, partnerships, and team culture. The Executive Director will be both a strategic thinker and hands-on leader—building relationships with donors, partners, and community stakeholders while fostering a high-performing, mission-aligned team.

## **About Elevate Birmingham**

Elevate Birmingham, an independent affiliate of Elevate USA, employs a unique, relationship based approach that integrates four core program components: ***Accredited Classes, Mentoring, Adventure, and College & Career***. Our full-time Teacher/Mentors, who represent the communities they serve, engage students both inside and outside the classroom, making themselves available after school, on weekends and during the summer, to build trust and guide youth toward success. We currently serve students at Wenonah High School and have plans to expand into more schools in Birmingham in the future.

## **Key Responsibilities**

### Strategic Leadership & Vision

- Partner with the Board and Elevate USA to set a 3–5 year vision and annual operating plans.

- Think strategically, cast vision, guide policy, ensure compliance with affiliate agreements, and align with Elevate’s mission and values.
- Represent Elevate with integrity to the community, partners, and the general public.

#### Program & Operations Oversight

- Oversee the design, delivery, and evaluation of programs to ensure measurable impact for students and families.
- Implement policies, procedures, and quality-control measures to maintain high standards.
- Ensure operations meet or exceed the expectations of students, families, schools, and funders.

#### Fundraising & Financial Management

- Lead a diversified fundraising strategy including major gifts, grants, corporate and individual donors.
- Build and steward relationships with key supporters, serving as the primary liaison to donors and partners.
- Work with the Board to prepare, manage, and report on annual budgets and cash flow.
- Oversee and ensure the organization’s overall financial health and performance.

#### People Leadership & Organizational Culture

- Recruit, develop, and hold accountable a high-performing team that reflects the community served.
- Foster a culture of trust, inclusion, cultural humility, and psychological safety.
- Build leadership capacity across the organization to support growth and sustainability, in accordance with the strategic plan.

#### Community Engagement & Partnerships

- Serve as spokesperson and ambassador, building relationships with schools, civic organizations, community leaders, and corporate partners.
- Establish feedback loops with students, staff, and community partners to inform continuous improvement.

## Risk & Compliance Management

- Identify operational, financial, and reputational risks; develop mitigation strategies.
- Ensure compliance with legal, insurance, and data privacy requirements.

## Qualifications

- Proven success in nonprofit leadership, preferably in education or youth development.
- Demonstrated fundraising ability, including major gifts and grant acquisition.
- Experience managing staff and building healthy team culture.
- Strong communication skills—both verbal and written—with the ability to inspire and influence.
- Strategic thinker with a track record of delivering results.
- Passion and calling to serve urban youth and align with Elevate's core values.
- Knowledge of nonprofit governance, finance, and compliance best practices.

## Personal Attributes

- Mission-driven and values-aligned.
- Relationship builder who earns trust and inspires collaboration.
- Organized, self-starting, and committed to follow-through.
- Adaptable problem-solver who thrives amid complexity.
- Integrity-driven leader committed to excellence and impact.

## We Want You!

If you're a visionary, people-driven leader who excels in organizational development and can galvanize teams around a shared mission, spark collaboration, build momentum, and unite diverse talent to create lasting change for students, we want to hear from you!

If interested, please submit your resume to: [cartersharsh@gmail.com](mailto:cartersharsh@gmail.com)