



Job Description

Learning Club Executive Director

The Learning Club of KCK is searching for a new Executive Director. Established in 2002, the Learning Club helps under-served children realize their full potential through one-on-one tutoring and mentoring, as well as enriching activities designed to advance their academic achievements, social development, and leadership skills. Located in the urban core of Kansas City, Kansas, the Learning Club serves children and youth through after-school, in-school, and summer programs.

The Executive Director will work together with the Learning Club staff and Board of Directors to maintain the quality of existing programs, and identify opportunities for program expansion to other vulnerable communities across the Kansas City metro. The Executive Director will be responsible for the overall strategic, financial, and operational health of the Learning Club, promoting a culture that encourages outstanding performance and celebrates professional and personal achievements. A key objective for the Executive Director will be the development and execution of a new strategic plan outlining opportunities for program growth and enhancement over the next 3-5 years. The Executive Director will report directly to the Board of Directors. Direct reports include the Director of Operations.

RESPONSIBILITIES

- Serve as primary liaison to the Board of Directors, developing meeting agendas, implementing policies and procedures, guiding short and long-term goals, and leading strategic direction for the Learning Club, including periodic reviews of the mission and vision.
- Lead organization staff and manage operations, ensuring the quality and effectiveness of program offerings.
- Support professional development opportunities for staff to take on key leadership roles within the Learning Club.
- Drive fund development for the Learning Club to ensure short and long-term organizational financial needs are met, while engaging existing and new funders and donors.

- Exercise financial stewardship, working with the administrative team to plan and review budget, and communicating financial information to the Board of Directors in a timely manner.
- Play active role in Board recruitment, developing Board leadership and succession for key roles.
- Work with a variety of constituents and stakeholders to include senior leadership professionals, staff members, external partners, directors, donors, and vendors.
- Build external relationships within the community, serving as the primary advocate and champion for the Learning Club.

QUALIFICATIONS

- Passion for education, providing equitable learning opportunities to a diverse demographic.
- Effective communication skills, with the ability to serve as a spokesperson, relationship builder, and fundraiser.
- Confidence and ability to lead a team and assign responsibilities and autonomy to the Learning Club staff, taking their interests, ambitions, development, and skills into account.
- Strategic thinking to guide the pursuit of short and long-term goals.
- High values for integrity and credibility, along with the needed leadership, communication, and interpersonal skills to sustain a productive and dynamic organization culture.
- Eagerness to engage people of faith in fundraising and volunteer recruitment, and to engage communities of faith in various forms of involvement.
- Enthusiasm for engaging with community members and other organizations within the Kansas City, Kansas community.
- Strong financial acumen and budget management skills to achieve strategic organizational and programmatic goals.
- Excellent organizational management, with the ability to work as a hands-on leader and collaborate closely with the Board of Directors.
- Availability to work in the office Monday-Friday.
- Proficiency using Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace (Gmail, Drive, Calendar, etc.).
- Minimum of five years of senior leadership experience within a nonprofit or business organization.
- Bachelor's degree required; Master's degree preferred.

BENEFITS

- Competitive compensation package based on experience and education
- Simple IRA Plan
- Paid time off
- Phone and mileage allowance
- Tuition assistance

PHYSICAL REQUIREMENTS

- Able to sit, stand, and walk constantly, 100% of shift
- Able to lift up to 50 pounds, bend, lift, push and pull materials throughout shift

EQUAL OPPORTUNITY AND INCLUSION STATEMENT

- The Learning Club is an equal opportunity employer and prohibits discrimination and harassment of any kind.
- The Learning Club is committed to the principle of equal employment opportunity for all employees, and providing employees with a work environment free of discrimination and harassment.
- We celebrate diversity and are committed to creating an inclusive environment for all employees.

If you are interested in this opportunity, please send your resume and cover letter to: hello@LearningClubKCK.org

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned.

This document does not create an employment contract, implied or otherwise. The Learning Club is an at-will employer.