



children's
defense fund
Leave No Child Behind®

Executive Director/Project Director Position Description

Nature and Scope

CDF's mission is to ensure every child a Healthy Start, a Head Start, a Fair Start, a Safe Start and a Moral Start in life and successful passage to adulthood with the help of caring families and communities. The CDF Freedom Schools® program is a direct service initiative coordinated nationally by the Children's Defense Fund in partnership with local community organizations. It is an educational and cultural enrichment program that provides summer options for children and strengthens family and community involvement.

The mission of *CDF Freedom Schools* programs is to boost student motivations to read, generate more positive attitudes toward learning, increase self-esteem and connect the needs of children and families to the resources of their communities. The program serves elementary age children for six to eight weeks. The activity based Integrated Reading Curriculum (IRC), which is aligned to the Common Core State Standards, integrates reading, conflict resolution, and social action, and is designed to promote social, cultural, and historical awareness. A multi-year assessment of *CDF Freedom Schools* program sites continuously demonstrates the effectiveness of the IRC, which has proven to avert children's summer learning loss in reading achievement.

The Executive Director/Project Director represents the sponsor organization and serves as the fiduciary, managing director, and primary contact for the CDF Freedom Schools program. They are familiar with the culture and dynamics of local communities, committed to the goals of the CDF Freedom Schools program and able to work collaboratively with all program constituents. They serve as a dependable liaison between local communities and the Children's Defense Fund. They manage operations for the *CDF Freedom Schools* program. They should have strong leadership skills with empathy for children and their families.

Responsibilities

General Responsibilities

- Attend all required trainings and ensure all program staff attends required trainings.
- Submit all required documents, data reports, and evaluations to CDF by the required deadline.
- Experience in use of technology (i.e., social media, Google Suite, Microsoft Office).
- Other responsibilities as assigned.

Executive Responsibilities

- Serve as the chief staff member accountable for the oversight of the *CDF Freedom Schools* program and compliance with the *CDF Freedom Schools* national staff.
- Able to work competently with funders and other community leaders.
- Secure funding and adequate space for local program operations, whether onsite or virtual.
- Uphold the program principles as outlined in the Memorandum of Understanding and detailed during orientation and training meetings, both onsite and virtual.
- Ensure timely payment of program fees to CDF and payment for all personnel and non-personnel expenses associated with operating local program sites, made in accordance with the payment schedule.
- Oversee all operational aspects for local program development and implementation, including budget management.
- Conduct routine site visits, whether operating onsite or virtually, to ensure that the program is being implemented with fidelity, including all program elements from the *CDF Freedom Schools* daily schedule and essential components.
- Maintain regular communication and timely correspondence with emails and requests with the CDF Freedom Schools national staff.
- Ensure timely dissemination of information to the appropriate parties, including Servant Leader Interns and Site Coordinator(s) as communication is received from the national staff.
- Immediately inform the national staff of incidents and administrative issues that relate to compliance with the *CDF Freedom Schools* program, following up with the completion of an incident report form to provide written documentation.
- Establish written policies that outline programmatic safeguards and practices which prohibit discrimination or harassment on the basis of race, color, religion, national origin, sex, age, sexual orientation, gender identity, disability or any other characteristic protected by state laws governing your state. This document should be reviewed with staff and made available to them.

Program Responsibilities

- Serve as the liaison between the sponsor organization and the program site(s), providing direct supervision, leadership, support, and management of the Site Coordinator.
- Work with site leadership to recruit, hire and manage adequate staff to operate program(s) and ensure overall quality as outlined by the standards of the *CDF Freedom Schools* program.
- Work with site leadership to recruit children and families that are our most vulnerable populations.
- Work with site leadership to establish and maintain community partnerships to support successful program implementation and sustainability, including access to healthy and nutritious foods.
- Work with site leadership to plan and facilitate local pre and post trainings before and after the Ella Baker Child Policy Training Institute National Training.
- Maintain the safety of all staff and scholars, which includes but is not limited to the following:
 - Secure staff background checks and clearances.
 - Guarantee onsite safety procedures and protocols are in compliance with The Centers for Disease Control and Prevention guidelines.
 - Communicate and confirm that all staff, scholars, and parents have an understanding of site guidelines.
 - Provide first aid (mental and physical health) training and materials to staff.

- Work with site leadership to check book inventory upon receipt and notify the *CDF Freedom Schools* national staff of any discrepancies and/or needs.
- Work with Site Coordinator to distribute books to Servant Leader Interns to support all program components.
- Input all required child, parent and staff enrollment data in CDF's reporting system as outlined by CDF.
- Coordinate regular meetings with Site Coordinator(s) to provide supportive feedback, technical assistance, and collect data.

Qualifications

- Possess the capacity to carry out all related responsibilities, including authorization privileges, on behalf of the organization.
- Leadership and supervisory skills through a proven track record of building high performing teams.
- Experience successfully managing programs for children and families.
- Administrative leadership skills and experience in managing, motivating, developing, and mediating an intergenerational staff with an emphasis on building a high performing team.
- Ability to translate a strategic plan into direct implementation.
- Solid commitment to the success and well-being of children.
- Excellent written, verbal, interpersonal communication, and conflict management skills.
- Exhibit positive behavior and attitude, modeling a mature and professional demeanor.
- Ability to attend all mandatory trainings and meetings as required by the *CDF Freedom Schools* national staff.
- Ability to implement the *CDF Freedom Schools* program with full fidelity.
- Demonstrated ability to manage an organization's financial resources and to follow sound financial principles.

Stipend and Time Commitment

\$22.00/hr

Approximately 20 hours a week August through May and 40 hours per week during program weeks (June and July). Position begins January 2025.

To Apply

Send resume and cover letter to rcfreedomsschool@gmail.com.

Preference given to applications received by January 15, 2025.