



Position: Executive Director

Organization: After-School All-Stars, Dallas

Location: Dallas, TX

Organization Background:

After-School All-Stars (ASAS) is a leading national after-school program provider. Our comprehensive school-based programs combine activities and learning to help build the knowledge and skills children need to succeed, both in school and in life. Our programs focus on middle school students attending schools where the majority of students come from low income families. Founded as a national organization by Arnold Schwarzenegger in 1992, ASAS is building a national model for after-school program delivery through our 13 Chapters, all of which serve at-risk youth in major U.S. cities. The Dallas chapter of ASAS will serve low income, inner city youth on school sites in the Dallas area as part of our greater National Network that serves over 82,000 children across the US.

The Position:

ASAS is currently seeking candidates for the Executive Director position of the Dallas Chapter. General responsibilities include overall organizational management and leadership, fundraising, promotion of the organization within the community, and the development and monitoring of ASAS Dallas' programs.

Roles and Responsibilities

- Organizational Management and Leadership:
 - Strategize with the Board of Directors to establish goals, objectives, and general policies for this After-School All-Stars Chapter.
 - Provide ongoing overall management of this After-School All-Stars Chapter.
 - Prepare the budget, along with the Chairperson and Treasurer of the Board of Directors (hereafter, Chairperson), for approval by the Board of Directors and monitor the budget throughout the year.
 - Provide regular updates on fiscal operational matters for Board of Directors for review, comment, and approval (as appropriate).
 - Hire, contract, and manage personnel, including staff, consultants and volunteers.
 - Meet regularly with the Chairperson to provide status updates, facilitate communication, solve problems, and maintain the overall direction of this After-School All-Stars Chapter.
 - Work with the Board of Directors to design and plan the activities of this After-School All-Stars Chapter in accordance with the mission of the After-School All-

Stars, as well as carry out the general policies as set forth by the Board of Directors.

- Establish working relationships with school districts, other community organizations, government agencies, sponsors, community participants, and appropriate staff.
 - Work with the After-School All-Stars Chief Executive Officer and the National Office staff and National Board, as appropriate, pursuant to the license agreement and governing policies.
 - Work with vendors and execute contracts on behalf of the After-School All-Stars in accordance with good business principles and standards of professional not-for-profit organizations.
 - Provide for all necessary legal and other necessary arrangements (insurance, permits, police, etc.).
 - Work with accountants in respect to audits, tax filings and other reporting and regulatory requirements.
 - Develop and administer human resource policies, and effectively mentor, manage and supervise staff as well as manage and supervise volunteers, contract program providers and other vendors.
- Fundraising and Organizational Promotion:
- Work with the Board to develop a fundraising strategy to support the goals, objectives and activities of this After-School All-Stars Chapter.
 - Work with the Board to strategize, plan, and solicit major sponsors and donors.
 - Maintain general relationships, including regular communication, with all key sponsors.
 - Ensure that all sponsorship agreements are fulfilled.
 - Prepare and distribute, as appropriate, all needed materials for soliciting sponsors.
 - Maintain current, accurate records of sponsors and key aspects of sponsor relations.
 - Research and write or supervise the preparation of grant applications or sponsorship proposals.
 - Fulfill all reporting requirements for grants received.
 - Develop, manage and maintain relationships with media and use them to communicate the message of After-School All-Stars and promote appropriate events.
- Programming:
- Plan, coordinate and supervise all aspects of program development, working closely with appropriate staff and partners.
 - Manage the overall aspects of program development and program implementation.
 - Provide the best quality possible programs, including security, safety, efficiency, timing, and atmosphere.
 - Inform target population about programs and recruit participants.
 - Identify and open new program sites as feasible and appropriate.

- Plan and execute all special events.
- Track student participation, attendance and program outcomes.
- Conduct appropriate evaluation through suitable means to get feedback from participating youth, the Board of Directors, staff, community partners, sponsors, donors, and volunteers. Summarize and present evaluation results to the Board of Directors and National Office, as appropriate.

Traits and Characteristics:

- Organized and must have excellent written and oral communication skills
- Must possess excellent relationship building skills and collaborate effectively with school administrators, instructors, parents and community partners.
- Skilled at mentoring staff members.
- Knowledge of after-school program measurements and outcomes.
- Adept at building sustained partnerships within the community.
- Skilled at team building.
- Ability to set and meet deadlines.
- Dependable, conscientious, and detail oriented.
- Knowledge of non-profit fundraising strategies and techniques.
- Forward thinking and able to adapt to changing position demands.

Experience and Education:

The successful candidate will have extensive experience in nonprofit management, including experience managing programs and staff, experience collaborating with a Board of Directors, and a demonstrated capacity to raise both public and private funds. An undergraduate degree is required and an advanced degree in education, public policy, social work, business or a similar field is preferred.

Salary and Benefits:

The salary for this position is commensurate with qualifications and experience of the individual candidate.

ASAS Dallas offers competitive benefits including, but not limited to health, dental, and vision.

How to apply:

If you are interested in applying for the position, please submit a cover letter, resume and three-year salary history via e-mail to Rebecca George:

Rebecca.George@afterschoolallstars.org

Please put "ASAS Dallas ED" and your last name in the subject heading.

To learn more about ASAS, please visit our website: www.afterschoolallstars.org