

Position Description

Trust for Learning

Position title: Executive Director

Location: Washington, DC preferred, remote office a possibility

Reports to: President of New Venture Fund

Hours per week (average): 40

Overtime status: Exempt

Position Summary

Trust for Learning (“the Trust”) is looking for a dynamic and charismatic leader to serve as Executive Director (“ED”) of the organization. The ED will be responsible for overseeing the strategic implementation, growth, and operations of the Trust, as well as bringing new partners into the funding collaborative.

The Trust supports expanding access to high-quality, developmentally focused early childhood education—which we call Ideal Learning—through a multi-pronged strategy that includes: engaging providers to help build their capacity and accelerate the supply of Ideal Learning programs; increasing public demand for such programs through research and advocacy; and affecting policy conditions to strengthen program quality. The Trust also collaborates with other national early childhood organizations and foundations to increase the quality of early childhood education in the public sector. Our goal is to bring the best early childhood education that this country has to offer to all children, especially those who are underserved, in order to give them the best start in life.

Since its inception eight years ago, the Trust has created a network of high-quality early learning practitioners known as the Ideal Learning Roundtable, building a strong foundation to support our investments in the field. The Ideal Learning Roundtable is currently comprised of national representatives from the Montessori, Reggio Emilia, Bank Street College of Education, Tools of the Mind, Waldorf, Friends Quaker Schools, HighScope, and All Our Kin approaches, and membership continues to grow. As a result of our work:

- Ideal Learning providers are united as a community of practice and have developed shared principles for what quality looks like in the classroom;
- Researchers are working on measurements and evaluations to strengthen the evidence base for developmental education approaches;
- Our *Parents As Consumers* research is deepening understanding of parents’ aspirations for early childhood education and how providers can effectively communicate with parents;
- The New Haven Children’s Ideal Learning District (NH ChILD) is poised to show how Ideal Learning can be delivered across diverse providers to transform an entire community; and
- We have built capacity to influence state and federal policy, as well as the policies and positions of state and national early childhood organizations.

The Trust will build upon these successes to further increase the supply of Ideal Learning programs and demand reforms that expand access for more children. The challenge ahead is growing our work to have a greater impact on children and communities.

Responsibilities

1. Overall Management of the Organization

The ED is responsible for overseeing the Trust's strategic framework, ensuring that it is well-implemented and meets the goals and outcomes. With the support of the Senior Director of Policy and Programs and a small staff, the ED manages the execution of the multi-part strategy. The ED provides effective leadership to ensure a positive work environment and maintain fiscal sustainability of the organization. As part of this work, the ED:

- builds stakeholder relationships and represents the Trust in external facing opportunities;
- oversees various internal and external communication efforts; and
- provides regular narrative reports to the Trust's Advisory Board on our activities and accomplishments.

2. Partnership/Fund Development

The ED is responsible for leading efforts to build and maintain a viable operations and grantmaking fund for the Trust. As a funder collaborative, the Trust's Advisory Board is made up of a group of foundation leaders, early childhood experts, and individual investors. Some of the Advisors assist the ED in bringing on new partners and new multi-year funding contributions. As part of this work, the ED:

- builds a multi-year partnership development strategy and develops/cultivates an internal Partnership Development Committee to support these efforts;
- understands and communicates the long-term strategy, funding needs, and value of the Trust to new potential partners and other stakeholders;
- attends conferences, meetings, and other speaking/networking opportunities to build the visibility of the Trust and develop new funder relationships; and
- communicates regularly with established partners, virtually and in person.

3. Grantmaking and Financial Oversight

The ED works closely with the Senior Director to create and implement a proactive grantmaking strategy to support the vision and goals of the Trust. Working with the client management team at New Venture Fund, the ED develops for approval an annual expenditure and grantmaking budget, monitors expenditures, and seeks partner authorization for any major deviations from approved budgets. As part of this work, the ED:

- participates in grant decisions and approves grant awards;

- engages in grantee oversight as needed;
- writes mid-year and end-of-year financial reports for partners and donors;
- forecasts and tracks foundation payout to meet approved budget targets; and
- collaborates with New Venture Fund's finance department on annual close-out/audit.

Education, Experience, Knowledge, Skills, and Abilities

The successful candidate will have a strong work ethic, enjoy working in a mission-driven environment, value learning as a joyful experience, and be able to think creatively. He/she should also be a dynamic public speaker, storyteller, and advocate for children, families, and communities. Our team works remotely and communicates regularly. We place a high value on collaboration and cooperation among staff, our grantees, and our partners.

In addition, the candidate should possess the following:

- Master's degree in education, policy, program administration, or other related field;
- Strong understanding of early education programs, issues, and policies a plus;
- 10+ years of work experience with progressively greater responsibilities;
- Experience in the philanthropic sector or leading a non-profit organization preferred;
- Demonstrated ability to grow or increase organization membership or revenue, build coalitions, and engage in partnership development; and
- Knowledge of accounting practices and ability to handle budget spreadsheets.

How to Apply

To apply, please submit a resume and cover letter to Chrisanne Gayl at chrisanne@trustforlearning.org by Friday, August 24.

Hiring Statement

Trust for Learning is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grantmaking programs. NVF is committed to attracting, developing, and retaining exceptional people, and to creating a work environment that is dynamic, rewarding, and enables each of us to realize our potential. NVF's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working. The Trust encourages applications from candidates with diverse backgrounds.