

Job Title: Executive Director

Organization: Maryland Leadership Workshops, Inc. (MLW)

About Us: At MLW, we believe every young person has the potential to be a leader. We design fun, transformative experiences that empower youth with the leadership skills, confidence, and connections they need to drive positive change in their communities. MLW is a non-profit organization that has been providing comprehensive leadership training programs to middle and high school students since 1955. MLW offers several week-long residential programs each summer, as well as community outreach programs tailored to the needs of individual groups, schools, school systems, and youth organizations during the summer and academic year.

Position Overview: We are seeking a passionate and experienced leader to serve as our Executive Director, the key strategic leader for MLW. The ideal candidate will have a strong background in nonprofit management, a commitment to youth development, and the ability to provide visionary and operational leadership for the organization. The ED is responsible for overseeing the programming, administration, marketing, and community outreach for MLW. The position reports directly to the Board of Directors and supervises part-time and seasonal staff for summer programs and outreach activities.

Scope and Location: This position is full-time, exempt, hybrid with required in-person attendance at meetings and events throughout Maryland for an average of 40 work hours/week throughout the year. Given the seasonal nature of MLW's programs, the Executive Director (ED) will be expected to be on site, overnight, to supervise the 2-3 weeks of MLW's summer programs at a college/university in Maryland during July/August (historically at Washington College in Chestertown, MD). Some in-person evening/weekend hours will be required throughout the year for community outreach and marketing events.

Key Responsibilities:

Program Development & Oversight:

- Ensure the delivery of high-quality programs and services that align with the organization's mission.
- Evaluate program effectiveness and drive continuous improvement.
- Foster innovation in program design and delivery.
- Develop and maintain program schedules, budgets, and resources.
- Provide event management and coordinate logistics for all staff training and events.
- Collaborate with summer program leadership on the design and implementation of summer programs, including curriculum, instruction, schedule, etc.
- Hire summer program leadership in collaboration with a hiring committee.
- Lead, supervise, and evaluate summer program leadership and staff.
- Conduct crisis and risk management, responding to issues and concerns in real-time.

Leadership & Management:

- Assist in developing strategic plans in conjunction with the Board of Directors.
- Implement strategic plans that meet the organization's goals and objectives.
- Oversee the daily operations of the organization, ensuring compliance with policies, procedures, and legal requirements, including the Maryland Department of Health Youth Camps Program.
- Build and maintain a strong, positive, and collaborative organizational culture.

Board Administration and Financial Management:

- Oversee the organization's financial management, performance, budgeting, and reporting.
- Maintain all contracts of MLW, including accounting, legal services, and program-specific engagements.
- Support operations and administration of the Board of Directors.
- Operationalize the Board of Directors' comprehensive fundraising strategy, including support for grant writing, corporate sponsorships, individual donations, and events.
- Assist in the selection and evaluation of Board members.
- Serve as an ex-officio member of the Board and all Board committees, attend Board meetings, and provide reports, updates, and advice to the Board.

Community & Public Relations:

- Serve as the primary spokesperson for the organization, representing the organization at public events and in the media.
- Build and maintain relationships with key stakeholders, including community leaders, partners, donors, and government agencies.
- Collaborate with partners to enhance program offerings and resources.
- Advocate for youth leadership.

Participant Engagement:

- Build and maintain strong relationships with program student delegates, families/caregivers, and community partners.
- Develop strategies to recruit and retain student participants.
- Address issues and concerns raised by participants or their families.

Preferred Qualifications:

- Passion for the mission of empowering young people to recognize and realize their potential as leaders.
- Substantial experience in working with middle and high school age students.
- Minimum of 3 years of nonprofit management or educational leadership experience.
- Proven experience in program development, implementation, and management.
- Demonstrated ability to oversee and collaborate with part-time and seasonal staff.
- Strong written and verbal communication skills.
- Knowledge of youth development, leadership programs, and community engagement in the state of Maryland.
- Strong financial management skills, including collaboration with Board leadership on budget preparation, analysis, decision making, and reporting.

- Proficiency in use of Microsoft Office, Google suite, customer relationship management, and accounting/payroll applications.

Personal Attributes:

- Visionary and strategic thinker.
- Cultural competence and a commitment to social justice.
- Strong leadership and motivational skills.
- Excellent interpersonal and relationship-building skills.
- High level of integrity, accountability, and organization.
- Adaptability and resilience in the face of challenges.
- Growth mindset and willingness to give and receive quality feedback.

Compensation: Salary will be \$80,000-90,000 commensurate with experience, plus benefits.

Application Process: Interested candidates should submit a resume and cover letter to hiring@mlw.org. Initial review of applications will occur on April 25, 2025.

Maryland Leadership Workshops, Inc. is an equal opportunity employer. We believe that a diverse and inclusive workforce is essential for achieving our mission, and we encourage applications from candidates of all backgrounds, experiences, and perspectives. Research indicates that individuals from marginalized groups, particularly women, people of color and members of the LGBTQ+ community, often hesitate to apply unless they meet all criteria. We value diverse experiences and perspectives, and we welcome your application.

<https://mlw.org>

<https://www.linkedin.com/company/maryland-leadership-workshops/about/>

<https://www.instagram.com/mlwexperience/>