

Executive Director

Position Title: Executive Director

Reports To: Fiscal Sponsor / Advisory Committee

Classification: Part-Time, Contract

Position Summary:

The Executive Director provides strategic oversight, operational leadership, and district-facing coordination for the *Harvest & Thrive* pilot. This role ensures program fidelity, alignment with MUSD priorities, and timely delivery of training, reporting, and fiscal responsibilities.

Key Responsibilities:

- Oversee all staffing, training, and program implementation activities
- Act as liaison with MUSD and school site leadership
- Approve and review all budgets, invoices, and reporting deliverables
- Lead quarterly strategy meetings with facilitators and partners
- Monitor program impact metrics and guide scaling strategy

Preferred Qualifications:

- 5+ years of experience in educational program leadership
- Deep knowledge of expanded learning, public education systems, and grant compliance
- Excellent communication, delegation, and project management skills

Contract Dates:

- **Start:** ASAP (ideally May)

- **End:** June 2026
- **Time Commitment:** ~5–10 hours/month, with flexibility and ramp-up prior to launch