

Overview & Mission:

Empowering Education Inc. (EE) is a Denver-based non-profit organization that offers comprehensive Mindfulness-Based Social & Emotional Learning (SEL) programming, professional development, and implementation support. We partner directly with schools to ensure high-quality, effective implementation of school-wide SEL programming. For more information on our mission and vision please visit www.empoweringeducation.org

Since 2016 EE has scaled to serve over 20,000 students in 65 countries worldwide. EE's vision is to become a leader in the field of SEL & school-based mindfulness, providing the most comprehensive and accessible programming available.

The mission for the Executive Director is to oversee all aspects of business administration, team management, product development, program evaluation, marketing, and growth for Empowering Education and to scale revenue to achieve long-term financial sustainability.

Salary commensurate with experience in the range of \$80-\$100,000 base salary
This position provides EE's comprehensive benefits package.
This position is based in Denver, CO

How to Apply: Please submit your cover letter, resume, and three professional references (letters or contact information) as a single attachment to: cwiggs@empoweringeducation.org

Responsibilities & Outcomes

- Review, refine, and manage all aspects of EE's business operations, systems, and processes
- Increase sales of EE's online curriculum through high-level marketing and sales strategies to achieve long-term financial sustainability for EE
- Broad oversight and integration of EE's programming and operations, including marketing & sales, research and program evaluation, hiring and management of technical personnel (web developer, EE team, future staff and contract employees), program development (online courses, additional curriculum and resources)
- Identify and establish new partnerships with schools and community partners
- Maintain active knowledge of current research and findings in the fields of mindfulness, education, and social-emotional learning
- Execute successful program evaluation to attain CASEL certification as an evidence-based program
- Collaborate with EE team & board to oversee long-term strategic planning, product development, and overall operations for EE
- Refine systems for agile planning, tracking, accountability, and strategic planning

Required Competencies: *The ideal candidate will be a motivated, proven leader with demonstrated experience scaling a business, recruitment and oversight of a high-performing team, project management, strategic planning, and marketing responsibilities.*

- Experience and demonstrated success running and scaling a business is required
- Experience as a member of an Executive Leadership Team (CEO/COO/ED or equivalent role)
- Top-notch agile development and project management skills
- Excellent interpersonal communication skills, writing skills, public speaking, and presentation skills
- Proven ability to establish effective collaborations and partnerships
- Self-motivated with ability to thrive and provide accountability with a high-level of independence in a remote work environment
- Analytical and evaluative skills to identify and track important metrics of success, and to develop recommendations for improvement based on those metrics
- Highly organized, efficient, and able to connect the bigger picture with day-to-day operations

Preferred Competencies:

- Experience building and scaling an EdTech startup
- Thorough knowledge of the education field, especially the landscape of social-emotional learning (SEL, mindfulness, and pro-social education; including research, best practices, and leading programs)
- Familiarity with—and affinity for—mindfulness practices and EE’s mission and programming
- Experience with online education and SaaS models
- Knowledge of multiple business models, including non-profit, social enterprise, and for-profit experience
- Experience presenting and leading trainings
- Experience working as a teacher, school/district administrator, or school mental health professional at the K-12 level
- Knowledge of trauma-informed education
- A track-record of success with grants and fundraising