

Job Description, candidate criteria and application process
Executive Director
Prepare The Future – Ohio

Prepare The Future – Ohio is part of an emerging national grassroots organization that believes that the knowledge exists to successfully educate all children in whom we have an interest. The barriers to providing a quality public education to all children are not education barriers; the barrier is the absence of public will to require our elected officials and policy makers to create the conditions that will deliver a quality public education to all of our children.

The design of ***Prepare The Future - Ohio*** is based on the premise that a professionally staffed, technologically sophisticated organization ***dedicated to the values of fairness, trust, accountability, strong caring communities and a quality public education for all children*** is a prerequisite to the education change required in Ohio to serve all children.

At the present time, ***Prepare The Future – Ohio*** has developed its Education Agenda. Eight Ohio organizations, all of which are faith-based, have committed to building a web-based network to educate the people, policy makers and elected officials of Ohio regarding what must change to achieve the learning conditions called for by our Agenda..

One year goals:

We have three goals for the next year

- A. To establish an on-line network called an Action Tree of 3,848 advocates. The plan is to recruit at least 30 participants from each of the 8 initial organizations with each individual recruited making four commitments:
 - 1) A commitment to the Prepare The Future Ohio Education Agenda.
 - 2) A commitment to take at least one action to support the goal each month.
 - 3) A commitment to contribute \$20 to support Prepare The Future – Ohio annually.
 - 4) A commitment to find three friends, neighbors or family members who will make the same commitments
- B. To triple the number of participating organizations to 24, each of which, by the end of the year, will begin to contribute participants to the Action Tree with the same expectations as the original eight.
- C. To establish 5 faith-based high school and college youth group chapters of Prepare The Future Ohio.

Job description of the Executive Director

The Executive Director, with support from a second staff person whom the Executive Director will help choose, will manage and staff the activities necessary to meeting the three goals. The Executive Director will have the active support of a Steering Committee comprised of representatives of the 8 organizations.

Examples of specific duties:

- Contribute to and coordinate the development of messaging.

- Help develop action requests of participants.
- Organize house and congregation-based meetings, rallies, prayer vigils and other activities to serve recruitment, advocacy and education purposes.
- Prepare a multi-unit training curriculum for participants and potential participants.
- Prepare and/or identify sermon outlines, Sabbath school material and other resources with a justice for children and families theme for use with a variety of faith traditions.
- Manage the technology of inviting participants and follow-up through the internet.
- Help set up meetings between policy makers and Prepare The Future representatives.
- Help arrange training sessions and other meetings of Prepare The Future-Ohio participants.
- Manage the content of the website, keeping it fresh on a weekly basis
- Writing, soliciting and posting blogs.
- Creating links to information that will inform Prepare The Future participants, help with recruitment and facilitate actions to educate elected officials and other policy makers regarding policies that will result in quality education for all of Ohio's children.
- Work with and help coordinate the work of the body of representatives from the participating organizations as they develop the content of messaging and provide overall direction for Prepare The Future Ohio.

Required knowledge, skills, abilities and experience or the equivalent.

- Strong demonstrated commitment to social justice.
- Advocacy/community organizing experience and success.
- Activator, self-starter, energetic and the ability to work independently.
- Passion for and fundamental agreement with the Education Agenda of Prepare The Future Ohio.
- Evidence of being highly intelligent, creative/imaginative and a problem-solver.
- Strong written and oral communication skills.
- Strong people skills.
- High level of comfort in working with faith-based organizations.
- Strong technology skills.
- Previous use of the internet to build networks will be given significant weight.
- Evidence of understanding the pivotal importance of persistence in organizing.
- Good humored and flexible,

A second staff person will be hired. The successful candidate for Executive Director will play the lead role in selecting the person. We will seek an individual with the same qualities as those we seek in the Executive Director; however, strengths and weaknesses will be weighed in a way to emphasize complementary roles between the two staff members.

Working conditions.

The successful candidate will have space in the offices of one of the participating organizations thereby facilitating collegial relationships and support. The job will require some travel statewide; thus, a car will be necessary. Weekend and evening availability will occasionally be necessary for meetings.

Compensation.

The successful candidate will be offered a one-year contract, renewable subject to performance and the availability of funds. Compensation is \$60,000 with the understanding that the job is a full-time position. We are unable to offer benefits during this initial period. Our hope is to secure funding from foundations and from network participants that will permit the position to grow into a permanent position with a full range of benefits.

Application process.

Our goal to make a selection by the end of July. Interested parties should indicate their intent to apply and submit application materials by July 10, 2009. Statement of intent and materials should be sent to Rev. John Paddock at the following email address: johnpaddock@mac.com.

Application materials:

- Resume
- A letter (limited to three pages) that sets out why you are interested, why you think you are particularly well-suited to the job and an approach to achieving the three goals that you think would be effective strategically and tactically (emphasize this third element)

Interviews will be held in Columbus on July 28. Finalists will be required to submit at least three references before the interviews. The references should include people who can speak to how well the finalist measures up to the knowledge, skills, abilities and experiences that we have set as priorities .