

## DIRECTOR, NORTH REGION

### About Adopt A Class

Adopt A Class is a non-profit organization dedicated to fostering relationships between businesses and classrooms to empower students and strengthen communities. We connect volunteer mentors from the professional world with teachers and students at underserved schools, providing life skills and career mentorship.

### Position Summary

The Regional Director is a key leadership role responsible for the overall success of Adopt A Class programs within a designated region. This includes cultivating and managing relationships with schools, businesses, and community partners, overseeing program implementation, and driving fundraising efforts to support regional growth. The Regional Director will lead a team of staff and work collaboratively with other departments within the organization. This position reports to the Chief Operating Officer.

**Reports To:** Chief Operating Officer

**Job Type:** Full-Time

### Essential Job Responsibilities

#### Regional Leadership

- **Strategic Leadership:** Develop and execute regional strategic plans aligned with the organization's mission and goals. Identify opportunities for growth and expansion within the region.
- **Relationship Management:** Develop and execute strategies to recruit schools and mentors within the region. Cultivate and maintain strong relationships with school administrators, teachers, business leaders, community organizations, and individual donors. Represent Adopt A Class at business, community, and networking events and build and maintain a strong network of partner organizations and supporters.
- **Program Oversight:** Oversee the recruitment, training, and support of mentor teams. Ensure the effective implementation of Adopt A Class programs within schools, monitoring





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program quality and impact. Manage the matching process between mentors and classrooms.

- **Team Leadership & Supervision:** Lead, manage, and mentor a team of staff within the region. Set performance goals, provide formal feedback quarterly and ongoing informal feedback, and foster a positive and collaborative work environment.
- **Fundraising & Development:** Identify and cultivate potential funding sources, including corporate sponsorships, grants, foundations, and individual donations. Work with the leadership team to secure funding and achieve regional fundraising goals.
- **Budgeting:** Manage the regional budget and ensure fiscal responsibility.
- **Community Engagement:** Build and maintain a strong presence within the regional community. Promote Adopt A Class programs and engage volunteers. Act as the primary point of contact for the region and represent Adopt A Class at community events and meetings.
- **Data & Reporting:** Track regional data and report on key metrics. Evaluate program effectiveness and make recommendations for improvement.

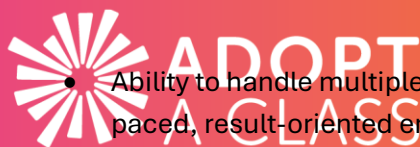
#### School Liaison

- Manage a portfolio of schools and mentor teams to provide a meaningful experience for students and mentor teams.
- Attend mentor team school visits to ensure high-quality programming is maintained.
- Provide coaching to mentor teams as needed on programmatic delivery.
- Support mentor teams in effective monthly activity planning for STEAM, Career Exploration and Pathways, and Employability Skills curriculum provided to mentor teams for classroom activities and programming.
- Deliver onboarding mentor team training and refresher training.
- Oversee mentor team industry field trips and student experiences across programming.
- Track, monitor, and report progress using CRM system (Salesforce). Maintain accuracy of the database by documenting key touchpoints with contacts and accurately entering and tracking prospects.

#### Required Qualifications:

- 4-year degree with 6+ years professional experience
- Expertise and excitement for building and maintaining positive relationships with diverse individuals





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- Ability to handle multiple project assignments and adapt to changing priorities in a fast-paced, result-oriented environment
- Collaborative team player with exceptional organizational skills, self-motivated, and detail oriented
- Has a personal vehicle, valid driver's license, and current auto insurance
- Travel to central office for meetings and programs at least 2 times weekly with frequent meetings throughout Butler County with partners and schools on a weekly basis
- A background check is required for this position

#### Preferred Qualifications

- Resides in Butler County or surrounding area
- Group Facilitation Experience with stakeholder groups
- Teaching or Training experience
- Program Monitoring and Evaluation experience
- Experience with software platforms such as Salesforce and Microsoft 365

#### Compensation & Benefits:

Salary range is \$66,000 - \$72,000

- Mileage reimbursement
- Cell phone stipend
- Simple IRA with employer match
- Health insurance with employer participation
- Life Insurance
- Flexible work schedule and environment
- Permissive leave PTO policy
- Annual Professional Development opportunities

Apply: Email cover letter and resume to Katie Hoover, Director of Strategic Initiatives, [katie@aacmentors.org](mailto:katie@aacmentors.org)





*Adopt A Class is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability or any other characteristic protected by law.*

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