



**Executive Director
Bright Minds Foundation**

Job Structure

Job Title	Executive Director
Reports to	Board of Directors, Bright Minds Foundation
FLSA Classification	Full-Time, Salaried, Exempt
Compensation	\$55,000 - \$65,000/year
Work Location	Hybrid. Columbia, MD Onsite minimum of 3 days/week
Hours	40 Hours Per Week

About Bright Minds Foundation

Bright Minds Foundation is the educational foundation of the Howard County Public School System (HCPSS.) Our mission is to enhance the educational experience of all Howard County Public School students by bringing together community support for academic initiatives and opportunities that increase education access, innovation, and equity for all. Although Howard County is among the nation’s most economically advantaged communities, more than 30% of Howard County families cannot fully afford basic needs. Our vision is that each child attending Howard County public schools has access to the education, resources, and opportunities needed to succeed in school and in life.

Through our fundraising for HCPSS, oversight and management of the HCPSS student scholarships program, offering of competitive teacher and classroom grants, provision of emergency assistance for students facing homelessness and more, Bright Minds Foundation works tirelessly to support our school system in ways that improve educational access and outcomes for all.

Job Summary

The Executive Director of Bright Minds Foundation is deeply committed to the organization’s mission of educational equity, access and opportunity for all students. Managing strategic priorities, fundraising, cultivating donor relationships, overseeing organizational programs, and conducting day-to-day operations, the Executive Director is an independent self-starter who is agile and adept at managing and responding to shifting priorities with minimal staff support. The Executive Director proactively engages Bright Minds’ many stakeholders, displaying cultural competence as they interact with diverse communities. Furthermore, they leverage their organizational management, fiscal management, and marketing experience to deliver operational and program efficiency, robust reporting and communication, as well as organizational leadership.



Reporting to the Board of Directors, the Executive Director performs the following essential functions and responsibilities:

Essential Functions and Responsibilities

Strategic Management

- Work with the Board of Directors towards the organization's long-term strategy and to ensure timely and consistent progress towards the achievement of its mission, goals, objects and values.
- Serve as a liaison to the HCPSS regarding the school system's emerging needs and priorities, which may require targeted private fundraising efforts.
- Responsible for knowledge of and compliance with the Memorandum of Understanding between Bright Minds Foundation, the Board of Education, and the Howard County Public School System.
- Provide leadership in developing programs, strategic fundraising, and financial plans, working with and reporting on such activities to the Board of Directors. Carry out plans, programs, and policies authorized by the Board.
- Evaluate Bright Minds Foundation's programs and the use of the organization's funds to determine program effectiveness as well as the effectiveness of the use of funds raised by the organization.
- Develop and present the Annual Report.
- Collaborate with the Board of Directors to recruit, manage, and develop board members and promote active board participation by volunteers.

Resource Development

- Work with the Board of Directors to develop a fundraising strategy and lead its implementation.
- Build, cultivate, and proactively manage diverse relationships with HCPSS, State of Maryland, Howard County Government officials, corporate community giving offices, charitable foundations, and community organizations.
- Lead the planning and execution of annual fundraising events.
- Research, identify, and evaluate new grant opportunities that align with the organization's mission, working with relevant stakeholders to write, submit, and satisfy reporting requirements on deadline.
- Develop compelling narratives that tell the story of the Bright Minds Foundation, utilizing data to demonstrate the effectiveness of the organization in assisting those in crisis.
- Working with the Communications Committee, develop and execute a communications plan to effectively and regularly communicate the events, accomplishments, and needs of the organization and to motivate donors and stakeholders to continue their support of the Bright Minds Foundation.
- Create a volunteer program to engage the community around support for organization events and operational needs.

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Interested applicants should send a cover letter and resume to chair@brightmindsfoundation.org.



Administrative

- Maintain and/or file official records and documents, ensuring compliance with federal, state, and local regulations.
- Develop system for effectively administering the Student Scholarship program.
- Manage publicity of activities of the organization – its programs and fundraising events. Coordinate marketing efforts, including written materials, website, social media, and press releases.
- Manage administrative, bookkeeping, and human-relation functions required to maintain day-to-day operations.
- Supervise staff in accurately recording all donor gifts and promptly distributing thank you letters to donors.
- Provide leadership and support to organization staff and contractors.

Other

- Responsibilities may evolve based on business needs.

Knowledge, Skills, and Abilities

- Excellent written and verbal communication skills.
- Great attention to detail.
- Ability to prioritize, multitask, and independently manage workload.
- Strong problem solving and analytical skills.
- Proficient in Microsoft Office Suite (particularly Excel) Google apps, and Adobe.
- Proficient in QuickBooks or comparable Accounting software.
- Proficient in donor database software and/or customer relationship management (CRM) software.
- Communications experience in the following mediums: social media, newsletters, website
- Proficiency in use of databases – data entry and report generation.
- General knowledge of financial reports: balance sheets, P&L reports (preferred)
- Passion for public education and community partnerships.

Education and Experience

- Bachelor's Degree (Master's Degree preferred)
- Minimum 5 years of leadership experience in education, business management, or nonprofit management.

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- Minimum 2 years of Development experience.
- Budget and fiscal management experience
- Marketing experience (preferred)
- Event Planning experience (preferred)

Physical Requirements

- Must be able to remain in a stationary position at least 80% of the time.
- Must be able to communicate information and ideas so that others can easily understand.
- Ability to operate a computer, producing documents, sending email, etc.
- Must have the ability to move around the office.
- Must be able to occasionally lift up to 10 pounds.
- Some travel (10%) required for events and donor meetings.

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Hiring Statements:

Bright Minds Foundation is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected status under the law.

Bright Minds Foundation provides reasonable accommodation for qualified individuals with disabilities during the hiring process.