

Capstone Director

POSITION TITLE:	Capstone Director
DEPARTMENT:	Education
REPORTS TO:	Chief Academic Officer

POSITION CONCEPT:

Junior Achievement of Central Maryland provides impactful, interactive experiences for more than 47,000 K-12 youth each year to help them understand how careers, money and business ownership work. JA's Capstone programming, JA BizTown and JA Finance Park, are key to that mission—offering inclusive, scalable opportunities for elementary and middle school students to experience real-world scenarios and decision-making in a simulated economy.

The Capstone Director oversees and facilitates the implementation of facility, hybrid, and classroom-based Capstone programming in the 12 school systems served by Junior Achievement of Central Maryland. This position is primarily responsible for leading the programmatic operations of JA BizTown and JA Finance Park for students, teachers, volunteers, and partners. The Capstone Director is charged with supervision and management of associated staff, attainment of program outreach goals, and implementation oversight to ensure quality educational experiences.

This position requires a professional who can work across dynamic, high-achieving teams; coordinate internal and external program initiatives; support and develop field personnel; and act as an external representative for the JA organization.

Junior Achievement associates are known for their passion for the JA mission, which brings together business and education partners to work toward student success. Members of the JA team interact with community leaders who support JA with their time, treasure, and talent. Junior Achievement of Central Maryland offers a collaborative, inclusive work environment and a meaningful opportunity to impact the lives of young people in our community.

PRIMARY RESPONSIBILITIES:

1. Collaborate with Chief Academic Officer to develop annual strategy and operating plans related to the Capstone programs that support overall JA area business objectives.
2. Responsible for establishing and maintaining successful school system relationships to maximize program impact and ensure that program targets are reached.
3. Manage Capstone staff to assure effective program operation, including recruiting, hiring, training and performance management to assure retention of quality talent.
4. Assist Capstone Managers with development of annual calendar for program implementation, including timetables, procedures, and responsibilities to be accomplished.
5. Oversee training and curriculum implementation for participating schools and systems.
6. Supervise program quality and adherence to local program models and Junior Achievement implementation standards.
7. Oversee distribution of resources across geographic territory and programmatic initiatives.

8. Coordinate with Development team to provide support to Capstone shop sponsors, strengthen partnerships, and fulfill recognition opportunities.
9. Oversee administration of pre- and post- testing to assess effectiveness of programs for funders, schools, school districts, etc.
10. Support volunteer team in registration and preparation for individual, community, and corporate volunteers to reach annual volunteer outreach goals.
11. Collaborate with Chief Academic Officer to develop and implement outreach plan for new school partners.
12. Oversee grant-driven program deliverables and coordinate relevant reporting process.
13. Oversee annual budget development for Capstone program implementation.
14. Ensure team's timely and accurate data entry for reporting to partners and JA USA.
15. Support Chief Academic Officer on implementation of departmental initiatives as they support the organization's long-term strategic growth plan.
16. Participate in key community and fundraising events.
17. Assist program department and JA organization in other duties as assigned.

EDUCATION/EXPERIENCE REQUIRED:

Required:

- › Bachelor's degree or equivalent experience.
- › A minimum of four years of Junior Achievement or related youth education experience.
- › Strong relationship-building and interpersonal skills.
- › Established relationships with area schools and businesses.
- › Familiarity with budgeting.
- › Demonstrated ability to work in a collaborative environment.
- › Self-motivated with strong customer service skills.
- › Strong problem-solving, presentation and public speaking skills.
- › Ability to prioritize and perform multiple tasks in a fast-paced, changing environment.
- › Organized and detail-oriented.
- › Advanced computer skills.

Desired:

- › Experience supervising and supporting the professional development of a team.
- › Previous work experience in program management.
- › Current or previous membership in community and education organizations, committees or boards.
- › Experience with a CRM database.
- › Flexible schedule.
- › Able to be on feet for long periods of time in Capstone facility.

HOW TO APPLY: Send cover letter and resume to Jonaye Ford at jford@jamyland.org.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.