



## **Position Description: Maryland Executive Director**

**Location:** Baltimore, Maryland

**Supervisor:** NPower VP, Program Development & Operations (Brooklyn, New York)

**Supervises:** Maryland Staff (12-15 people)

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### **About NPower**

NPower is a high-performing leader in providing pathways to successful digital careers for youth from underserved communities and veterans across the US and Canada. NPower's award winning training programs use curriculum informed by senior industry leaders and labor market trends. On average, NPower graduates 80% of enrolled students, places 100% of graduates in paid internships and has over an 85% rate of success for employment or continued education within 12 months of graduation. Notable corporate partners include Symantec, Cisco, Bank of America, Citi, CBS, JPMorgan Chase, and Accenture. Our annual gala, known as "the" tech fundraising event of the year, draws our largest donors and corporate supporters, as well as exceptional keynote speakers such as Chuck Robbins and GinniRometty.

We address many of the primary barriers that our young adult and veteran communities confront. Beyond free technical training, our programs provide in-demand certifications within weeks, paid internships, professional networking and mentorship with business leaders, professional skills coaching, connection to social services, job placement assistance, transit assistance and an opportunity for graduates to give back to the program via our professional volunteer network. We provide ongoing career coaching, advanced certifications, and leadership development for our alumni, ensuring that we are developing true pathways for the long-term success for our students.

Volunteerism is integral to the success of our programs. Our 10,000+ IT industry professional volunteers inspire the next generation of technology professionals by offering their time and knowledge to our students through mentoring, guest lectures, site visits, and professional development.

### **Position Summary**

The Executive Director position is a general manager role responsible for the overall programmatic and financial success of our work in Maryland. Supported by a team of 12-15 program staff members, success in the role is measured by attaining benchmark results for the recruitment, training, certification, paid internship placement and job placement of our students across Maryland; securing funding to maintain program sustainability; cultivating an engaged Regional Advisory Board; recruiting and retaining A-level staff members, building productive partnerships with corporations, volunteers, and nonprofits across the state; and contributing to the culture, knowledge base and broader strategy of our national operation. Our Maryland program today serves young adults from low income communities, so an understanding of issues confronting this target population is an asset.

This is an exciting time to be joining the organization. NPower was established in 2001 and is currently undergoing a period of strong growth, including the addition of new in-demand training such as cyber security and cloud computing. Over the last 2 years NPower has received substantial financial support to expand to California, St. Louis, Newark and Detroit. NPower is a registered apprenticeship program designated by the U.S. Department of Labor to increase the number of IT Generalist apprenticeship opportunities in New Jersey, Texas, and California.

NPower is seeking a dynamic, fearless, and seasoned leader to propel the organization into this new chapter and change the trajectory of the lives of veterans and underserved young adults through our proven free technology training and career support.

The position reports into NPower's VP for Program Development & Operations and enjoys the collaboration and camaraderie with Executive Directors leading NPower's other regions and the support of Network business functions, including marketing, fundraising, HR, and finance. The Executive Director is a key member of the NPower leadership team and contributes to the overall strategy and direction of the organization.

### **Candidate Attributes**

***Passionate Leader - Bridge Builder - Executive Presence - Integrative Thinker  
Team Builder - Thirst for Excellence – Exceptional Communicator***

**Lead all NPower activities in Maryland and serve as a member of the NPower Leadership Team.**

- Lead the Maryland team of program staff to superior program results, which includes:
  - Sourcing high quality student pool reflective of our criteria for each class
  - Driving for operational excellence and model fidelity – the NPower way
  - Partnering with the Instructor Institute to ensure successful acquisition of skills and industry certifications. Cultivating and building a portfolio of corporate partners to provide volunteers and paid internships/apprenticeships
  - Attracting and retaining A-level employee talent
- Track and report best practices and relevant data to NPower Network.
- Build and cultivate the Regional Advisory Board comprised of senior corporate and community leaders to assist in the financial and programmatic success of NPower in the state.
- Work in collaboration with the Chief Development Officer and local Fundraising Director to identify and close corporate and private foundation grants, and contributions from high net worth donors. Manage regional fundraising, community and partnership events.
- Partner with VP of Strategic Partnerships to manage national account engagement.
- Identify and close sources of government funding.
- Be a strong external ambassador for NPower, representing the organization with local market workforce investment boards, young adults services organizations, civic leaders, and community events.
- Provide excellent leadership for the staff including, goal-setting, team-building, performance assessment, career development, recruiting, and salary administration.
- Develop and manage balanced, sustainable budget for Maryland including revenue and expense forecasting, expense control and 3-year financial planning.
- Work closely with NPower Marketing team to grow NPower brand awareness across the state.
- Ensure executive reporting for regional results and compliance with NPower policy.
- Contribute to the design of NPower's national strategic plan and lead its implement across Maryland.

### **Candidate Requirements**

- A sincere passion for NPower's mission.
- At least 10+ year's executive experience with success in inspiring staff, delivering results under deadlines and in tightly constrained environments, and building strong, external partnerships.
- Equally comfortable and effective working with Fortune 500 executives, community leaders, NPower clients (our students) and volunteers.
- Senior fundraising or comparable sales experience, including strong relationship building, interpersonal skills and excellent follow through.
- Demonstrated ability to work collaboratively and to lead complex projects with multiple external and internal partners.

- An agile, strategic thinker who can contribute creatively and constructively as a member of NPower's leadership team.
- Experience working with senior-level volunteers, guiding and directing their efforts to advance a mission.
- Excellent written communication and presentation skills.
- Positive, can-do attitude for a rapidly growing enterprise.
- Is the model of grace under pressure, while maintaining a sense of urgency.
- A sense of humor!
- Demonstrated ability to work as a team player with virtual linkages.
- Nonprofit experience, either as a staff leader or board member.

### **Preference given to individuals who have**

- Workforce development experience
- Background in the IT field
- Experience in entrepreneurial environments
- Experience developing or managing a board of senior volunteer leaders

### **Compensation**

- Commensurate with position and experience

### **How to Apply**

Please submit a cover letter and resume via email to: [melody.brown@npower.org](mailto:melody.brown@npower.org)

*As an equal opportunity employer, NPower encourages diversity and does not discriminate in employment on the basis of age, race, color, creed, gender, religion, marital status, national origin, disability, or sexual orientation.*