



POSITION DESCRIPTION | Managing Director, Learn to Earn Dayton

Learn to Earn Dayton Mission:

We transform systems through data, partnerships and policy to ensure all learners in the Dayton Region have the resources and opportunities that foster lifelong success and economic mobility.

Position Summary:

The Managing Director is a high-level, strategic leader who is second in command for the organization, working in deep partnership with the CEO. The role is responsible for the internal management and operational excellence of the organization in support of the mission. The Managing Director ensures high-quality execution and strong partner alignment while translating the vision and strategic plan into actionable goals that, when achieved, lead to improved outcomes for all students and families.

Learn to Earn Dayton is a collective impact organization serving as an innovator and incubator, dedicated to fostering the success of all Montgomery County children from birth until their graduation from college or selection of a career. Our "Big Goal" is that 60% of Montgomery County's workforce will have a post-secondary credential. Learn to Earn Dayton is a cradle-to-career StriveTogether (ST) Proofpoint partner with Systems Transformation designation. We make progress toward our mission with a systems approach, leveraging data to target resources and policy to shift practices to enable all students access to opportunity.

Learn to Earn Dayton strategies include:

- A defined method of work that focuses on incubation of systems level solutions that are data-driven and co-created with partners and stakeholders, and then implemented through innovation cycles to establish proof points worthy of scaling and permanent institutionalization.
- Collaboration with education partners from early learning, to K12 districts, to work-based learning and credentialing programs, to higher education to design and implement innovative strategies to achieve stronger cradle-to-career academic outcomes.
- Implementation of place-based, whole-family, two-generation strategies to align partners and focus resource investment in the places where disparities and lack of access to opportunity are persistent.
- Advocating for policies and resources necessary to improve opportunities and outcomes for all students and families, while maintaining a reputation for political neutrality.
- Incorporating the voices of students and families, particularly those most marginalized, to evaluate our approaches and understand how we can align systems to provide them with what they most need to be successful and do not, even inadvertently, put students and families at a disadvantage.

Position Reports to: CEO

Position Salary: \$120,000.00 - \$158,000.00 salary range commensurate with experience, education and qualifications

Position Terms: Full-Time & In Person / On Site Occasional Travel

Office Location: MCESC Regional Center 4801 Springfield Street - Dayton, Ohio 45431

Submit cover letter and resume to jobs@learntoearn Dayton.org with "Managing Director" in the subject line. Position open until filled with first resume review on Monday, November 24, 2025.

Operational Leadership

- Oversee operations ensuring compliance with all policies, procedures, and regulations.
- Support the team through coordination and alignment of processes to support impact.
- Translate the strategic plan into clear workflows, managing projects to ensure alignment and accountability.
- Foster a results-driven culture that encourages collaboration and recognizes success.

Programmatic and System Excellence

- Ensure a collective impact approach is used to help enhance student attainment at all levels of the cradle-to-career continuum.
- Leverage data to target resources and policy to shift practices, ensuring that the mission and vision of the organization remains at the center of the work.
- Establish and manage methods for reporting progress on the strategic plan, using performance measurements to analyze and support decision-making.
- Manage special projects to support the Learn to Earn Dayton mission as requested.

Financial and Internal Management

- With the CEO, manage and monitor financial operations to maximize utilization of resources.
- Ensure strong financial position and stability by adhering to the Board-approved annual budget, strategic plan, fiscal policies, and procedures. Assist with the Audit and investor reporting.
- Oversee financial documentation processes, including contract execution, check requests, credit card documentation, and contract approvals.
- Manage physical office needs, technology and administrative systems to ensure efficient operations.

Stakeholder and Board Coordination

- Support the CEO in providing the Board and Committee members with all information necessary to make informed decisions in a timely and accurate manner.
- Build understanding of Board and Committee roles amongst staff and ensure implementation of Board-approved strategies, policies, and procedures.
- Represent Learn to Earn Dayton in community, state and national partner settings as delegated by the CEO.

Qualifications:

- Minimum of five years, with a preference for 10+ years, prior experience in a high-ranking director or executive role in a similar or larger size collective-impact focused education, public sector, non-profit, or philanthropic organization.
- Bachelor's Degree, with advanced degree preferred.
- Executive-level skills and demonstrated high degree of acumen in team leadership, program implementation, change management, fiscal management, human resources, and operationalizing a strategic plan.
- Highly organized, multi-disciplinary, action-oriented and solutions-minded project manager able to lead operationalization of strategic vision and quickly pivot as organizational needs or resources evolve.
- Demonstrated success recruiting, managing, developing, retaining, and coaching high - performance, mission-driven, and change-oriented teams.
- Comfort engaging and working collaboratively with diverse individuals and groups.
- Highly skilled at developing influential relationships, and positively promoting the organization's brand while also applying political agility and savvy.
- Experience working with and supporting a governing Board.
- Experience leveraging data to design systems-level solutions to complex issues.
- Exceptional written, verbal, and interpersonal communication skills.

Working Conditions:

- Will include considerable telephone contact and paperwork
- Will require working under time constraints to meet deadlines
- Will require travel and working during evenings and/or weekends
- May require operating and/or riding in a vehicle
- May require extended stationary time using a computer and keyboard

The Montgomery County ESC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This job description does not imply that these are the only duties and responsibilities to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors and unforeseen events.