



Position Title: GateWay Executive Director

Opened: Until filled

Classification: Full time

Eligibility: Must be a US citizen or permanent legal resident of the United States.

Must successfully complete:

- Background check including drug screening
- GateWay Program Training [READ 180/MATH 180; Youth Protection; Employee Code of Conduct]

Job Location: Camp Springs, Maryland

Compensation: Commensurate with experience

Reports To: GateWay Boarding Academy President

Direct Reports: GateWay Teachers, Staff, and Volunteers

Contact: Donna Carter – GateWay Boarding Academy
President – contactus@gatewayboardingacademy.org

Position Summary

GateWay Boarding Academy is seeking a full time Executive Director, responsible for fulfilling the mission and meeting the objectives of GateWay. The Executive Director will manage the day-to-day operations of GateWay Boarding Academy, with the authority to carry out responsibilities in accordance with the Academy's direction and policies as established by the Board of Directors.

Principal Duties and Job Functions

Leadership and Management

- Provides general oversight of all GateWay Boarding Academy [GBA] activities and manages the day-to-day operations.
- Informs the Board and its committees about trends, issues, problems, and activities.
- Recruits qualified students and volunteers.
- Ensures program quality and organizational stability.
- Recommends staffing and annual budget to the Board of Directors.
- Promotes programs and services.

Fundraising and Communications

- Serves as chief spokesperson for GateWay Boarding Academy.
- Oversees the fiscal activities of the organization.
- Oversees implementation of fundraising plans.
- Generates community involvement.
- Keeps informed of developments affecting not-for-profit organizations.

Mission Support and Strategic Planning

- Proposes short- and long-term goals in support of the mission.
- Identifies and addresses problems and opportunities impacting GBA.
- Informs the Board of internal and external factors that may influence GBA success.

Experience and Qualifications Requirements

- At least a bachelor's degree from an accredited college or university
- At least 3 years of senior management experience, preferably in not-forprofit management
- Strong oral and written communication skills
- Ability to manage competing priorities
- Excellent interpersonal skills
- Good negotiating skills
- Exceptional computer skills
- Ability to handle and protect restricted and confidential information.

**Directions for Applying:**

Please complete the [GateWay Employment Application Form](#) and email completed application, along with your resume, to contactus@gatewayboardingacademy.org

About GateWay Boarding Academy:

The mission of the GateWay Boarding Academy is to provide young adolescent males who have been identified by families, schools, and/or community agencies with a second chance to achieve the education and life skills necessary for successful and productive living through individualized supportive instruction in a safe, stable community-based environment.

*We thank all candidates for their interest.
However, only those selected for an interview will be contacted.*