



**JOB TITLE:** Executive Director, TGR Learning Lab at Cobbs Creek  
**LOCATION:** Philadelphia, PA  
**STATUS:** Exempt (paid vacation, benefits)  
**SALARY:** Commensurate with experience

**ORGANIZATION:**

For over 25 years, TGR Foundation has worked to create a world where opportunity is universal and potential is limitless. With an unwavering commitment to impact underserved youth, its mission is to empower students to pursue their passions through education. Through innovative STEM coursework, college-access programs, digital platforms and educator professional development, TGR Foundation provides resources and support to help youth connect their passions to their purpose. Since its launch in 1996, TGR Foundation's education and outreach programs have reached more than 10 million youth worldwide.

**JOB SUMMARY:**

Reporting to the Senior Vice President of Programs and Education, the founding Executive Director ("ED") is responsible for leading the educational programs offered at the TGR Learning Lab at Cobbs Creek, expanding outreach and impact, securing core partnerships, increasing funding opportunities, and ensuring the academic goals of the organization are met. The ED will be forward thinking, strategic, entrepreneurial, highly collaborative, and skilled at establishing and maintaining strategic relationships with key stakeholders. The ED must be passionate about education and providing youth with opportunities and access. They must also have a demonstrated track record of vision fulfillment, strong leadership, and innovation.

**JOB RESPONSIBILITIES:**

**Leadership and Management**

- Implement a multi-year strategic plan for TGR Learning Lab programs that align with TGR Foundation's program model
- Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals
- Ensure effective systems to track scaling progress, and regularly evaluate program components to measure successes that can be effectively communicated to the board, funders, and other constituents
- Recruit, select, train, develop, and retain instructional and operational staff
- Build and sustain a strong organizational culture that supports instructional and operational staff to achieve the mission, vision, and goals of the organization
- Manage the programmatic operating budget; develop, refine, and determine the resources needed for all instructional activities and enrichment programs
- Supervise the maintenance and security of the TGR Learning Lab at Cobbs Creek



- Oversee community outreach efforts to ensure full student enrollment in Day, After School, Summer, and Golf programs
- Create and execute a robust volunteer model with the goal of increasing time and/or monetary commitments

### **Partnerships and Advancement**

- Expand revenue generating and fundraising activities in support of TGRF programs through the cultivation of new and existing philanthropic relationships
- Supervise the implementation of core partnerships that advance programmatic initiatives
- Strengthen the image of TGRF by being active and visible in Philadelphia and by working closely with other professional, civic, and private organizations
- Collaborate with regional leaders to provide additional expertise and resources for the TGR Learning Lab at Cobbs Creek

### **QUALIFICATIONS**

#### Education:

- Bachelor's degree required
- Advance degree preferred

#### Experience:

- 10+ years of education experience
- 7+ years of managerial experience
- A demonstrated ability to create and execute innovative educational programs, to build community support, to develop and strengthen fundraising infrastructure, to inspire staff, and to develop strong working relationships with key constituents
- A successful track record of leading youth to academic, personal, and professional achievement
- Excellent communication, organization, and delegation skills
- Passion, imagination, vision, and integrity

#### Skills:

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Advanced analysis and problem-solving skills
- Organizational skills
- Strong knowledge of Microsoft Office

### **TO APPLY**

- Please submit a cover letter and résumé as a single PDF to Yvonne Tello at [ytello@tgrfoundation.org](mailto:ytello@tgrfoundation.org).