**Chief Education Officer**

Reporting to the CEO, the Chief Education Officer will advance New York Junior Tennis & Learning’s education mission through the delivery of high quality programs and excellent student experiences and outcomes. She/he will oversee NYJTL’s after school education programs across New York City, will provide the vision and develop the program strategies and models for current and new after school programs. She/he will serve as NYJTL’s liaison with public agencies as well as private foundations and other key strategic partners. Finally, she/he will support and help extend the funding and expansion of educational programs. Compensation is commensurate with the position.

**Duties and Responsibilities**

* Provide vision, leadership and strategic direction of all educational programs
* Direct planning, implementation, and coordination of all school based programs
* Strategize opportunities for new sources of funding for education department
* Develop and implement effective communication with all stakeholders
* Develop and manage the education budget
* Monitor and evaluate curriculum for all programs
* Liaise with the NYJTL Board of Directors and the Program Committee
* Work closely with the Development Department to identify grant-seeking opportunities
* Research and identify key educational trends and needs

**Experience and Qualifications**

* Ten years’ experience developing and managing educational programs for youth
* Program design and implementation consistent with NYJTL’s mission
* Success in creating and managing stakeholder relationships
* Team-building and collaborative leadership skills
* Integrity, self-confidence and self-direction required, with strong mission commitment
* Bachelor’s degree required; advance degree preferred

NYJTL is working in partnership with Community Resource Exchange (CRE) to fill this organizational leadership position. To apply, please submit a cover letter and resume to [nyjtl@crenyc.org](mailto:nyjtl@crenyc.org).

As an equal opportunity employer, NYJTL is committed to a workplace respecting values and diversity of cultural, ethnic and experiential backgrounds. We strongly encourage candidates who represent the communities we serve to apply.