



# Base Camp Coding Academy

## Executive Director

Updated January 20, 2020

### Vision

Base Camp Coding Academy and its parent organization Everest, Mississippi's first rural education and innovation hub, is seeking an Executive Director to lead and execute on the vision of Base Camp as it expands its footprint and mission into its new 13,000 square foot home in Everest. Base Camp Coding Academy is a non-profit, one-year, hands-on coding program, designed to grow top programming talent in Mississippi. Students, who are fully scholarshiped and enter directly out of high school, are identified as high-potential and nominated by local educators and community members. The Executive Director should constantly be looking towards the future growth and success of Base Camp Coding Academy, and be a source of innovative ideas.

The Board of Trustees is excited to find a strong leader who can drive our mission of discovering and educating under-represented Mississippi talent for technology careers, providing innovative and effective workforce development programs for our region.

### Description

The Executive Director of Base Camp Coding Academy will provide executive oversight for the entire program, with responsibilities for successful execution of the academic year, management of all Base Camp staff, student recruitment, long term planning and vision, and public representation.

Practically the Base Camp Academic year includes:

- Sourcing the raw potential: Building each incoming class through outreach, marketing, and vetting of prospective students.
- Production Line: Education of the student body, achieving the professional and technical benchmarks required for all students to achieve employability, with maximum success for the maximum number of diverse students.
- Finished Product to Market: Facilitating the employment of rising students, through strong industry relationships, and the marketing/outreach/relationship management required to achieve warm interview opportunities for Base Camp students.

The Executive Director will have primary ownership and responsibility for #1 and #3; the Classroom Staff are primarily responsible for #2, with oversight from the Executive Director.

Fundraising and economic stability of Base Camp Coding Academy is the responsibility of the Board of Trustees; the Executive Director may be called upon to support these efforts, but is not responsible for their success.

## **Minimum Qualifications**

- Experience leading and collaborating with teams.
- Goal-oriented, self-driven.
- Effective communication skills with students, staff, employers and the board, both orally and in writing.
- Evidence of the ability to build constructive working relationships with students, staff and employers.
- Experience managing both up and down within an organization.
- A background check will be required.

## **Responsibilities**

With the support of the staff and the Board of Trustees, the Executive Director is expected to successfully manage these four areas of responsibility:

- Internal: Overseeing academic operations of Base Camp Coding Academy, supporting the growth and success of the staff and students to ensure Base Camp graduates are equipped with the skills and knowledge to be exceptional in the workplace.
- External – Schools: The Executive Director leads recruitment and student vetting processes, which requires building and maintaining relationships with area schools and educators to ensure a strong pipeline of nominations for incoming Base Camp students.
- External – Employers: With an eye to the employment of all Base Camp graduates, the Executive Director will grow and maintain strong working relationships with prospective employers to facilitate integration throughout the academic year, (field trips, classroom visits, interviews, job shadowing, mentorship, etc.,) with a focus on securing employment opportunities for Base Camp graduates.
- Public Representation: Seek opportunities to promote the Base Camp program and brand by hosting visitors and conducting off-campus events at schools, employer, and community sites. Responsible for leading outbound marketing and social media coverage.

## **Organizational Leadership**

- Encourage and model time management and strategic delegation throughout the organization.
- Build a collaborative, supportive working environment for all Base Camp staff, with clear lines of communication, feedback, and performance reviews.
- Coordinate quarterly student reviews, with clear processes and information delivered to the board to facilitate these annual review days.
- Caretake documentation of organizational processes.
- Periodically fulfill the role of “Principal’s Office” as an aspect of Student Corrective Action Plans.

## **Teaching**

- Commit to growing and advancing pedagogical skills throughout the organization.
- Engage regularly in ongoing diversity trainings and reflections for all staff.

- Participate in classroom activities as necessary to facilitate vacations/medical emergencies of staff.