

Job Title:	Associate Executive Director	Job Category:	Full-time, Exempt, Salaried
Location:	1901 Centre Ave - Suite 204 Pittsburgh, PA 15219	Travel Required:	5-10% Regional
Level/Salary Range:	\$130,000-\$150,000; plus generous benefits package	Schedule:	Monday through Friday 8:30 AM to 5:00 PM Evenings and weekends as required

Position reports to: Executive Director

About The Pittsburgh Promise

Our Mission. The Pittsburgh Promise promotes high educational aspirations among urban youth, funds scholarships for post-secondary access, and fuels a prepared and diverse regional workforce.

Our Vision. We envision a future where all our urban youth are equipped to reach post-secondary success, our public schools serve all children excellently, our city is flourishing in all its neighborhoods, and our workforce is widely diverse and highly skilled to advance a region that is good and just for all.

Our Impact. The Promise has so far supported nearly 13,200 students in their pursuit of post-secondary education and preparation for life after high school. We've provided them with over \$188 million in scholarships. We are on a trajectory to support another 2,500 to 3,000 students by 2033. More than 730 companies in the Pittsburgh region have hired alumni of The Pittsburgh Promise. We will continue to be a vital connector between students and regional employers, creating pathways to sustainable careers.

Job Description

The Associate Executive Director collaborates closely with the Executive Director in casting vision for the future, leading and serving a high performing team, carrying out the strategic plan through 2033, advancing development priorities, and ensuring that our students are served with excellence and care.

This role provides leadership to all staff and directly participates in fundraising by collaborating on campaign strategy and managing a portfolio of donors and prospects that translate into major gifts and sustained giving. It will also cultivate partnerships with local employers, post-secondary institutions, and community organizations to create robust talent pipelines and experiential learning opportunities. The position is dynamic and carries a variety of organizational leadership and operational responsibilities.

Essential Duties

Leadership

- Collaborate with board, senior leadership and teams across the organization to carry out the aspirational strategic plan through 2033 and beyond.
- Design and lead the "Hire Promise" workforce development initiative of the Promise's strategic plan and create a structure for sustainability.
- Serve, motivate and lead a high performing team.
- Attract, develop and retain the talent required to meet the needs of the organization.
- Ensure the organization and each staff member have the tools, systems and resources required to achieve stated goals.
- Seek out and strengthen relationships with external stakeholders.
- Build and maintain positive relationships with members of the Board of Directors.
- Supervise direct reports and oversee supervision of all Promise staff.
- Represent The Promise at external events.

Fundraising

- Collaborate with senior leadership to develop and implement a strategy to secure needed annual funds.
- Participate in external events and convenings to promote and elevate The Promise's profile.
- Manage a portfolio of major gift donors and prospects through the development cycle, with the goal of securing major and sustained giving from individuals, corporations and foundations.

Mission Oversight

Collaborate with senior leadership to fulfill the following:

- Design and monitor the work of the Outreach and Scholar Support team.
- Design and monitor the strategy of the College and Career Success team.
- Develop communications strategies and key messages with the Communications team.
- Broaden our reach and expand our ability to fundraise effectively.
- Create an annual budget and regularly monitor Promise expenses.

Required Experience and Education

- Bachelor's degree is required; advanced degree is a plus.
- 10 years of nonprofit leadership required, preferably in the education sector and/or youth development.
- Significant and well-demonstrated experience leading teams toward reaching aspirational goals, overcoming challenges, and serving as an agent for transformation among systems that are resistant to change.
- Experience in living and working within diverse communities, and building bridges across race, ethnicity, gender, politics, economics, and education.
- Experience leading major fundraising campaigns, including developing relationships with major gift donors and prospects that translate into major gifts and sustained giving.
- Experience with using Microsoft Office Suite.
- Possession of a valid driver's license for local and regional travel.
- Must pass appropriate clearances (criminal record and child abuse).
- Must be authorized to work in the U.S.

Skills and Traits

- Passion for The Promise's mission and commitment to working effectively with and through all internal and external stakeholders to achieve The Promise's aspirational goals.
- Ability to motivate, influence, and persuade others on goals, ideas, and policies.
- Ability to understand, react, and motivate others to adapt to the changing environment.
- Ability to use data to measure and monitor program outcomes and address performance gaps.
- Grasp of issues facing public education, youth development, community development, and higher education.
- Understanding culturally sensitive and sustaining practices to support staff and student success.
- Excellent interpersonal skills and ability to work meaningfully with diverse stakeholders.
- Managing competing priorities and projects simultaneously to achieve desired organizational outcomes.
- Maintaining humor, peace, and calm with internal and external partners.

To Apply

Interested candidates should submit resume and cover letter to careers@pittsburghpromise.org by March 15, 2026.

Benefits

The Pittsburgh Promise offers a generous benefits package to full-time, permanent employees. This includes:

- Full health benefits: Medical and vision are paid for by The Promise at 85% of the monthly premium; dental at 100% for employees and their qualified dependents.
- Retirement benefits: The Promise offers a 401k plan and provides 4% of the salary without a match. The Promise also offers another 2% as a match for the employee's 4% contribution.
- Life and disability insurance: Eligible employees are offered group term life insurance, short-term and long-term disability insurance at no cost to the employee. Employees can add additional coverage at the employees' expense. A full list of benefits is available upon request.

Equal Opportunity Policy

The Pittsburgh Promise strives to hire, recruit, train and promote employees in job classifications without regard to age, race, color, gender, national origin, disability, veteran's status or sexual orientation. Human resource decisions such as compensation, benefits, transfers, layoffs, return from layoffs, training, education, tuition assistance, and social and recreational programs will be administered without discrimination. Only valid job requirements will be imposed for promotional opportunities so that promotion decisions are made in accordance with the principles of equal opportunity. Our full Equal Opportunity Policy can be found in the employee handbook.