

Job Title	Project Director, BrainFutures
Reports To	Executive Director, BrainFutures

The Story

BrainFutures is a national nonprofit that advances the practical applications of promising brain health interventions and expands access to treatments and technologies. We overcome barriers to access and inspire institutional action by working with subject matter experts to conduct research, engage in advocacy, and execute high-leverage projects. Recent projects include a [guide](#) to youth executive function interventions, an evidence review of the use of neurofeedback for the treatment of ADHD and anxiety disorders, and a series of issue briefs on [psychedelic-assisted therapy](#).

The Opportunity

The Project Director will be responsible for the implementation of [ACTIVATE](#), an evidence-based, digital executive cognitive function enhancement program as an intervention for high-risk students within elementary and middle grade schools in Howard County, Maryland. The Director is expected to successfully launch the program in Howard County, and develop sustainability and expansion strategies as directed. It will also be an opportunity to work with scientists who created the intervention and to contribute to improving ways new programs based on neuroscience and supported by rigorous scientific studies can be moved from university research laboratories into schools to support growth and wellbeing of children. This position will report to the Executive Director and is responsible for program administration, staff oversight, and systems and processes that ensure successful implementation.

Duties and Responsibilities

- Lead implementation of ACTIVATE in Howard County, Maryland including:
 - program design and ongoing communication with the school district
 - regular online meetings with the Chief Scientific Officer of the contractor, Professor Bruce Wexler, Yale University.
 - day-to-day program management (including travel to multiple sites),
 - oversee professional development, program management staff and contractors, and,
 - monitor student usage and outcomes.
- Manage key relationships with Howard County Schools and key staff at each of the 13 participating schools
 - Utilize various strategies to promote enthusiasm for the program among administrators, teachers and students
 - Develop an understanding of the school environment in each participating school to tweak implementation strategies, develop incentives and optimize participation
 - Serve as an effective spokesperson for the program and the value of cognitive training
- Develop a plan to maintain program services beyond June 2025.
- Supervise program staff and contractors; foster an environment that inspires team members to work collaboratively to achieve shared project goals.
- Manage program expenses, including coding, monthly budget, and month-end reviews with Executive Director and Senior Director to assure spending, project plan deliverables and impact/outcomes are consistently achieved.
- Provide input to budget development and recommend budget modifications when indicated.
- Ensure completion of all grant outcomes and milestones and accurate, timely grant reporting.
- Other duties as assigned.

Qualifications

The ideal candidate will have:

- Strong project planning, implementation and management skills.
- Director-level experience implementing new programming.
- Experience using data to monitor program implementation and develop improvement processes.
- Strong interpersonal skills, an enthusiasm for collaborative projects, and the ability to work with and motivate diverse groups of individuals.
- Commitment to implementing a new program to improve students educational and mental wellbeing outcomes.
- Interest in learning about brain and cognitive functions important in learning, and about ways digital technologies can be used to harness the brain's natural ability to change and grow to improve academic and life outcomes in children facing learning and behavior challenges.
- Cultural competency working with youth and adults from multiple cultural, linguistic, and socioeconomic backgrounds.
- Professional discipline in a remote work environment and success collaborating with both a virtual and onsite team.
- Experience with Office 365 and Asana platforms preferred.
- Experience managing youth programming within school districts or community-based organizations a plus.
- Must submit to a background check.
- Bachelor's degree or equivalent experience and training.

Position Classification

Full time, exempt and benefits. Benefits include vacation, sick, personal, and holidays, life insurance, short-term and long-term disability, 403(b) retirement plan, medical, dental and vision insurance, and health savings account.

General Conditions

- Flexible schedule, ability to perform the functions of the program during the hours scheduled with the individual school systems in Howard County.
- On-site meetings in Howard County schools.
- Prolonged periods sitting at a desk and working on a computer.
- Valid driver's license, reliable transportation, and active automobile insurance coverage.
- Office available in Lutherville, Maryland. If preferred, home office or designated space to conduct confidential business including secured access to high-speed internet.
- Must be able to lift-up to 25 pounds at times.

Location

State of Maryland, proximity to Howard County. Office space is available at our headquarters in Lutherville.

How to Apply

Send a cover letter noting your interest with salary requirements and resume to jobs@mhamd.org.

EQUAL OPPORTUNITY EMPLOYER: BrainFutures is a subsidiary of the Mental Health Association of Maryland (MHAMD). MHAMD is an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by state or federal law.