

P.G. Chambers School Job Description

Position Title:	Executive Director
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Responsible To: Chair, Board of Trustees

Primary Responsibility: Overall responsibility for implementing P.G. Chambers School's fiscal, operations, fundraising, marketing, human resource, technology, and programmatic strategies across all segments of the organization.

Scope of Responsibilities:

Strategic Vision and Leadership

- Provides the vision for the organization and helps others, including the Board of Trustees, staff, volunteers, support groups, funding sources, and community-at-large, to identify their role and contribution to that vision.
- Provides leadership for the overall operation of all aspects of the organization, including board development, program planning and implementation, fundraising, communication, public relations, financial management, human resource management, and facilities operation. Directly supervises individual staff members as identified on the organizational chart.
- Leads the board, staff, and consumers in developing a strategic plan, ensuring the budget, staff, and priorities are aligned with the school's core mission.
- Provides leadership to ensure the continued development and management of a professional, ethical, and efficient organization; establishes effective decision-making processes that enable the school to achieve its long- and short-term objectives.
- Promotes the development of leadership skills throughout the organization and identifies, mentors and/or supports the development of future leaders for key positions.
- Develops a strong and transparent working relationship with the board, including open communications about the measurement of financial, programmatic, and impact performance against stated goals.
- Assumes all responsibilities as a member of the Board of Trustees and acts as Board Secretary.

Fiscal Oversight

- Oversees the financial operation of the organization with keen business acumen. Develops long- and short-range financial plans, develops and monitors the budget, and implements and adheres to sound financial controls.
- Develops financial priorities consistent with the mission and to ensure the organization is operating in a manner that supports the needs of the children and their families, the programs, and the staff.
- Oversees appropriate systems of checks and balances to ensure the safety of the school's financial resources.

Infrastructure and Operations

- Develops policies and procedures to guide the overall operation of the organization, ensuring that staff have the needed technology, skills, and materials.
- Ensures compliance with applicable codes and best practice guidelines for fiscal and programmatic operations.
- Responsible for the recruitment, employment, and release of all personnel. Maintains a culture which attracts, retains, and motivates a diverse, highly-skilled workforce.
- Executes all legal documents and contracts.

Development, Communications, and Advocacy

- Approves a comprehensive donor development, fundraising, and communication plan created by the director of development and colleagues.
- Develops rapport with donors, funders, and public officials and shares organizational successes, challenges, strategies, and policy positions.
- Works with State and national associations to monitor and influence public policy that supports our work.
- Engages in networking and public speaking to raise awareness of the school and identify and engage new donors, volunteers, trustees, and organizational friends.
- Assumes an appropriate leadership role in fundraising events, activities, and campaigns, including personal solicitations and written appeals.
- Ensures compliance with donor directed funds and grant requirements.

Qualifications:

The executive director will be thoroughly committed to the mission of P. G. Chambers School, and have proven leadership, mentoring, and relationship management experience. Concrete demonstrable experience and other qualifications include:

- Advanced degree in education, business, or related services field with at least 8 years of senior management experience.
- Experience operationalizing strategies that have taken an organization to the next stage of growth.
- Unwavering commitment to quality programs and data-driven results.
- Excellent organizational management with the ability to develop staff and high-performing teams, set and achieve strategic objectives, and develop and manage a budget.
- Past success working with a Board of Trustees with the ability to cultivate new and existing trustee relationships.
- Strong communications, public relations, and fundraising experience with the ability to engage a wide range of stakeholders.
- Strong written and verbal communication skills.
- Self-directed, entrepreneurial, adaptable, agile, and innovative approach to business planning.