



dc public charter school association

strong schools ■ bright futures

POSITION ANNOUNCEMENT

POSITION: Executive Director Full-time, regular position	SALARY: competitive salary commensurate with experience, plus benefits
RESUMES ACCEPTED: S. Joseph Bruno c/o Russell Zint 910 17 th St. NW, Suite 1100 Washington, DC 20006 202-674-8455 or via e-mail (preferred): rzint@bhope.org <i>Please save cover letter and resume with the following file name formats:</i> firstname_lastname_coverletter.doc firstname_lastname_resume.doc	

BACKGROUND:

The District of Columbia Public Charter School Association (DCPCSA) is a small nonprofit organization, established in 2004 to improve opportunities and outcomes for students by supporting the development, growth, and sustainability of quality charter schools in Washington, DC. The Association is currently looking for a committed and dynamic leader to serve as its Executive Director whose work will focus on developing the organizational infrastructure to carry out the vision and mission of the Association.

ORGANIZATIONAL GOALS

The Association will be a comprehensive “one-stop-shop” offering a variety of services to local charter schools and the community at large. The goals of the association focus on four areas:

1. **Policy and Advocacy:** To ensure long-term legislative and financial support for public charter schools in the District.
2. **School Quality:** To increase the numbers of well-managed, high-performing, and sustainable charter schools.
3. **Public Engagement:** To build public support for charter schools in the District.
4. **Association Sustainability:** To develop a strong, credible and sustainable organization.

THIS POSITION

The Executive Director will report to the Board of Directors. Because the Association is a new organization, the ideal candidate for this position will have a high energy level, be a self-starter, and come ready to create systems and plans where none have existed before. The Executive Director will, in the first years, oversee and guide the establishment of the systems and infrastructure needed to build a strong and sustainable organization. The Association office hours are 8:30-5:30, but this is not a “9 to 5” job. Responsibilities include some evenings and weekends.

DUTIES AND RESPONSIBILITIES:

Organizational Development

- Responsible for the establishment of all initial systems and infrastructure for the organization.
- Oversees and guides all aspects of organizational development, annual work plans, and budget development for the Association and staff.
- Oversees the development of personnel policies and personnel manual and systems for recruiting, hiring, and evaluating staff and consultants.
- Directs, guides, manages and evaluates personnel and programs.
- Responsible for fundraising efforts including: donor prospecting, budget development, and proposal and report writing.

Research, Advocacy, Legislation

- Works with other local and national think tanks and advocacy organizations to inform the research and advocacy efforts on behalf of charter schools.
- Monitors and analyzes local and federal legislation and budgets that impact DC charter schools, and devises options for responding to these.
- Oversees development of the Association's advocacy agenda.
- Prepares and delivers testimony locally and on Capitol Hill.

School Quality

- Identifies priorities and activities to increase the numbers of well-managed, high-performing, and sustainable charter schools.
- Oversees development of quality and ethical standards for DC public charter schools based on review of standards from other jurisdictions, other school performance guidelines, and performance measurement systems such as Baldrige, ISO 9000, and Six Sigma.

Outreach and Communications

- Visit, build and maintain relationships with leadership and staff of member organizations.
- Builds and maintains relationships with key DC government agencies, legislative bodies, charter school authorizers, other local and national charter school support organizations, and other stakeholders.
- Build relationships with associations/networks of non-public schools and identifies opportunities for collaboration.
- Represents the Association to a variety of audiences in settings such as conferences, funder meetings, panel presentations, and board meetings.
- Oversees development and execution of communications plan to drive public understanding and awareness of the local charter school movement.
- Helps develop clear and consistent messages supporting the case for charter schools and responds to negative publicity when necessary.
- Drafts and/or reviews articles, issue briefs, editorials, press releases, or announcements for Association publications, website, and listservs.

Qualifications:

- Strong personal commitment to closing the achievement gap for low-income children of color.
- Advanced degree in education or related field and at least five years work experience in a leadership position in education strongly preferred.
- Background should include knowledge and experience in areas such as: charter school development, accreditation, federal grants, education law and policy, procurement, accountability plans, and student information systems.
- Knows how to navigate the local “system.” Familiarity with the issues, challenges, and stakeholders in the District of Columbia preferred.
- Professional presence and comfort level communicating and interacting with high level community and government leaders.
- Comfortable in a start-up environment, able to work without a road-map.
- Highly organized, attention to detail, strong organizational, administrative, project management, and execution skills. Able to manage multiple agendas and priorities.
- Outstanding analytical and strategic thinking skills.
- Excellent communication and presentation skills, ability to synthesize information from different sources and present information – orally and in writing – to a variety of audiences.
- Able to work effectively as a critical friend in a professional learning community, knows when to act independently, when to consult for advice on decision-making.
- Flexible in regards to schedule, working hours, travel, and work assignments, including ability to work evenings or on weekends when necessary.
- Knowledge of computers essential; knowledge of Microsoft Office Suite preferred (Word, EXCEL, Access, PowerPoint); Internet use required.

Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.