



EXECUTIVE DIRECTOR

EXECUTIVE RECRUITMENT

Conducted by



*Executive Search Consultants
Connecting Leaders; Affecting Change*

The Center for Powerful Public Schools

Founded in 2003 as the LA Small Schools Center, the Center for Powerful Public Schools (CPPS) is a highly-respected voice and advocate for public school reform and student equity in the greater Los Angeles community. Guided by an unwavering commitment to social justice and educational equity, the CPPS mission is to create and sustain powerful public schools that prepare every student for college, career and life. CPPS has an operating budget of \$2 million and employs 12 individuals.

CPPS enacts its mission and values by providing customized, LA-based education consultancy services that:

- exclusively serve high needs schools;
- ignite and support whole school transformation; and
- build educator capacity to effectively implement approaches that explicitly link academic content, career-technical education, and work-based learning, including Linked Learning

For more information about Center for Powerful Public Schools visit www.powerful.org

Executive Director, Center for Powerful Public Schools

The Center for Powerful Public Schools is seeking a dynamic, equity-focused, transformational and visionary executive director to lead the Center into its next generation of impact in public schools.

The Executive Director serves as the chief executive officer and oversees the total operation of the organization including but not limited to: setting and maintaining the organization's strategic plan and mission; fund raising and development; overseeing targeted programmatic activities and goals to advance the mission of CPPS; managing organizational financial sustainability; organizational growth and development; and progressive advocacy and stakeholder engagement in accordance with the mission of CPPS.

The Executive Director works effectively with the Board, staff and key partners to ensure the organization is a model for effective educational reform and fulfills its mission through programs, services and educational advocacy in developing the organization's resources; branding and promoting the organization to the greater Los Angeles community; and cultivating and sustaining strong collaborative relationships with community stakeholders, partners, funders, government agencies and elected officials. The Executive Director oversees an executive management team and provides overall leadership to the staff.

Top Priorities for the Executive Director

1. In conjunction with the Board and the staff, conduct a comprehensive assessment of CPPS
2. Create and initiate a strategic plan that focuses on capacity; brand identity; and core program and service components.

3. Diversify revenue resources that fully align with the mission of CPPS and meet the needs of stakeholders
4. Strengthen fund development operations to leverage strong existing relationships, while working with the board, staff and/or development consultants to build a sustainable and complete fund development infrastructure.
5. Assist the Board with board development, including recruitment, training, succession planning and governance.

Duties and Responsibilities

1. Represent and maintain CPPS's strong organizational position in relation to key educational equity issues and trends impacting CPPS's constituency that promotes trust, leadership and operational excellence in the educational reform movement.
2. Serve as the face of the organization, as a recognized thought leader, advocate and influencer, as it relates to education reform initiatives, innovative programs and services that meet the needs of students, families, schools and the community.
3. Lead all of CPPS's fund development activities; participate with and direct staff/consultants in securing grants, contracts and donations from funding sources including: government, educational partners, foundations, corporations, fee for services contracts and individuals while actively cultivating and diversifying CPPS's revenue base.
4. Work with staff and the Board (Finance Committee) to prepare a comprehensive budget and financial plan for the organization; administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization; approve expenditures within the authority delegated by the board.
5. Identify potential board members and key allies to achieve organizational development initiatives; regularly update the board on organizational development issues, opportunities and challenges.
6. Recruit and develop staffing necessary to carry out the organization's vision, programs and service objectives.
7. Ensure that CPPS's systems, programs and procedures are reflective of best practices including performance matrices and initiate / monitor rigorous program evaluation processes.
8. Provide guidance and direction to executive team and staff to ensure that progress is being achieved, objectives are being met, and clients are being served effectively.
9. Implement a rigorous staff development and training programs that focuses on building a team of highly skilled and effective employees who are equipped and empowered to lead and/or contribute to the work of the organization; create an environment that fosters staff feedback, innovation and open dialogue while incorporating performance evaluations and growth opportunities.
10. Monitor organizational performance data, audits and reviews of organizational activity.

Minimum Qualifications

The Executive Director must possess a track record of superior performance, passion and leadership in public educational reform with an emphasis on student-centered school reform that focuses on college and career readiness. Ideally, candidates will have:

- 5 - 8 years of progressively responsible experience in non-profit management; education administrator or program director; foundation educational program officer; or other closely related position
- demonstrated experience in program management, fund development and fiscal administration
- a Master's Degree from an accredited institution of higher education

Required Knowledge, Skills, and Abilities

- Effective leadership and team management skills
- Results oriented, data and outcome driven, energetic, persuasive, and creative.
- Outstanding interpersonal and relationship development skills.
- Ability to motivate and manage personnel by providing meaningful and timely performance expectations, monitoring, and feedback.
- Resourceful and politically astute.
- Fund development and management including grant solicitation, application, management, and reporting.
- Strong advocacy and public policy development expertise.
- Excellent written and verbal communication skills with demonstrated presentation abilities.
- Computer and social media literacy.

Compensation and Application Process

The Center for Powerful Public Schools offers a competitive salary and employment benefits package commensurate with qualifications and experience.

The position is open until filled. First consideration will be given to applications received by **July 31, 2018**. To apply for this outstanding opportunity, please electronically submit your resume and a cover letter of interest to The Hawkins Company: ed.cpps@thehawkinscompany.com. The letter of interest should outline why you are interested in joining CPPS, your relevant accomplishments in both education reform and fund development. Please provide two examples of why you would be a strong candidate and the key attributes you would bring to this position.

Confidential inquires are encouraged and can be directed to:

Dr. Pamela Short Powell; pspowell628@yahoo.com 626-216-9786

Brett Byers; brett@thehawkinscompany.com 323-403-8279

Bill Hawkins; bill@thehawkinscompany.com 310-348-8800