



Position Specification

Non-profit Organization

President and Chief Executive Officer

The Company

Our client is dedicated to inspiring young people through an arts-based, academic world view. As a 501(c)(3) non-profit organization, they support two nationally ranked charter schools serving over 1000 students.

The Position

Location

Southwest United States

Reporting Relationship

The President and Chief Executive Officer reports to the Board of Directors. Direct reports include the Chief Academic Officer and Directors for Development, Finance, Community Programs, a Communications Manager and an Executive Assistant / Board Liaison.

Position Overview

The successful candidate will develop and deliver the overall vision for the strategic growth of the organization while ensuring the continued excellence of its schools and conservatories. This is a compelling position in a well-regarded organization and the new leader can positively impact the lives of students, teachers, faculty and staff while enriching the broader arts and education communities. The next CEO will serve as the 'face of the organization' and play a lead role in fundraising, building essential community relationships and interacting with a strong team and board of directors. The successful candidate needs experience in the top leadership position with a non-profit organization of similar scale and complexity, a background in education or the arts is important, but not essential. This leader will need to listen, seek to understand and engage all groups in building the right strategic vision for the organization, then lead the way in implementing the plan.

Position Responsibilities

Strategic Vision and Leadership

- Collaborate with the board to develop a strategic vision and plan while ensuring the budget, staff and priorities are aligned with the core mission of the schools and conservatories.
- Provide inspirational leadership and direction to executives and staff and ensure the continued development and management of a professional and efficient organization; establish effective decision-making processes that will enable the organization to achieve its long- and short-term goals and objectives.





- Cultivate a strong and transparent working relationship with the Board and ensure open communication about the measurement of financial, programmatic and impact performance against stated milestones and goals.
- Build a world-class staff and student body that is reflective of the surrounding community.

Development

- Serve as the 'face of the organization' in the community, leading outreach and development efforts for the organization. Build relationships with current and prospective donors, continuously advocating for the organization and its schools and conservatories.
- Formulate and execute comprehensive marketing, branding and development strategies that will ensure consistency throughout the organization and enhance revenue from major donors, foundations, government agencies and corporations.
- Ensure that the flow of funds permits continuous progress towards the achievement of the organization's mission and that those funds are allocated properly to reflect present needs and future potential.

Strengthening Infrastructure and Operations

- Oversee the financial status of the organization including developing long- and short-range financial plans, monitoring the budget and ensuring sound financial controls are in place; set financial priorities accurately to ensure the organization is operating in a manner that supports the needs of the schools and conservatories and their staffs.
- Work with Chief Academic Officer to ensure the delivery of high-quality education and arts programs while managing for growth and maintaining the fiscal responsibility.
- Support, motivate and facilitate the growth and development of the faculty and staff.
- Facilitate cross-departmental collaboration and strengthen internal communications within the organization; create and promote a positive work environment that supports consistency throughout the organization's strategy, operational methods, and data collection needs.

Community Leadership

- Collaborate with non-profit, arts and education leaders in the community to position the organization, its schools and conservatories as institutions of excellence that attract and retain top-quality faculty and high achieving, creative and intelligent students.
- Promote goodwill for the organization at the grassroots and leadership levels, and with current and potential philanthropic partners.

Board Relations

- Build a strong and positive working relationship with the Board of Directors, collaboratively supporting the organization's mission.
- Help build a Board representative of the community that is highly engaged and willing to leverage and secure resources.
- Ensure Board members are well informed prior to board meetings and the information presented is timely and accurate, which will aid in decision making.
- Partner with and support Board initiatives to include Board Committees.
- Act on behalf of the Board of Directors as needed.





The Candidate

Education

Bachelor's degree in business management, finance, communication, or non-profit management required. Master's degree is strongly preferred, and Ph.D. is considered a plus.

Professional Experience

- At least ten (10) years of executive level not-profit management experience, with a preference for five (5) years in the CEO or Executive Director position. This includes having held profit and loss responsibility along with establishing and delivering a strategic direction.
- Experience in the arts or education is not essential but considered a plus. Equally important is managing an organization of similar scale and complexity composed of multiple operating entities or programs.
- Adept at serving as the 'face of the organization' in the community, continuously advocating for the mission, leading fundraising and donor cultivation activities in collaboration with development to meet the fundraising campaign goals.
- A financially savvy and politically astute leader with the ability to set clear priorities, delegate, and guide investment in people and systems; strong analytic, organization and problem-solving skills which support and enable data-driven decision making.
- Resource development, revenue generation or fundraising experience in a non-profit or corporate setting.
- Excellent coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst differing opinions.
- Strong commitment to the professional development of staff; successful track record of recruiting and retaining a diverse team.

Personal Characteristics:

- Executive presence or gravitas with the social skills and confidence to operate at the 'C' level and in high wealth circles and creative communities.
- Thoughtful executive who will listen well and consider the opinions of key leaders and Board members when making decisions.
- Exceptional communicator who can persuade and influence others and facilitate discussions.
- A high energy, results-oriented leader who must be a self-starter who operates with a sense of urgency.
- Accomplished and personable executive who shares credit and accepts blame.
- Exhibits the highest personal and professional integrity.



To learn more about this opportunity or provide a confidential referral, please contact:

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