



Inquiries should go to dscheberle@austinchamber.com. Deadline to apply is 1/15/12.

EXECUTIVE DIRECTOR - AUSTIN PARTNERS IN EDUCATION

FLSA Status: Exempt

Revised: 10/24/2011

JOB PURPOSE AND RESPONSIBILITY:

Austin, Texas is a city of unique character, with a prime location and business-friendly outlook. It is one of the fastest growing cities in the United States and has more than doubled in size in the last 20 years. It is home to successful businesses including Dell Computers, Freescale Semiconductor and Whole Foods Market to name a few. The City prides itself on being innovative, open-minded and entrepreneurial. In order to maintain such a climate, Austin's education system must be able to keep pace with the increasing needs of the business community.

Austin Partners in Education (APIE) is one of the foremost business-education partnerships in the country. The organization seeks an Executive Director to lead the organization to its next level of excellence: enhanced campus-level business-education partnerships, high quality student support programs which accelerate accomplishment of Austin Independent School District's strategic plan, community support for AISD staff and additional resources to benefit the education experience and college/career readiness rates of AISD students. APIE's founding partners: AISD and the Greater Austin Chamber of Commerce (GACC) seek a collaborative leader with proven leadership abilities, exceptional communication skills, strong fiscal management, and a passion for improving students' lives. APIE's founding partners: AISD and the Greater Austin Chamber of Commerce (GACC) seek a visionary leader with proven leadership abilities, exceptional communication skills, strong fiscal management, and a passion for creating, managing and leveraging additional resources to support the goal of providing high-quality instruction and academic options that will allow all students to graduate from high-school ready for college, career and life in Austin's schools.

Success in this position requires the ability to be a self-starter and work collaboratively; Ability to work with business, community and public entities; Ability to create, organize and implement community events and activities; Ability to meet expected goals both in fundraising and volunteer management; extensive experience in working with non-profit organizations and board of directors.

POSITION OVERVIEW:

The Executive Director is responsible for the overall strategic planning, programmatic design and evaluation, development planning, financial management, staff management, and public relations for the organization. The ED is responsible for a \$2M operating budget and a staff of 24.

EXPERIENCE/QUALIFICATIONS:

Education: Master's degree in business, finance, communications, public administration, or related field, OR master's degree in education or related field preferred. Bachelors of Arts or Science required.

Experience: Seven (7) years of progressively responsible related experience required; experience in executive leadership, program implementation, volunteer management, and/or development work in public education or non-profits preferred.

SKILL REQUIREMENTS:

Required skills include:

- Extensive expertise in leading and managing organizations with complex partnerships and legal structures, and multiple stakeholders;
- Strong development, marketing, technology literacy, and public relations skills with proven ability to engage stakeholders, public and private donors, the media, and the community at large;
- Demonstrated ability to establish and maintain accountability standards and measurements to determine organizational effectiveness;
- Strong organizational, team leadership, and project management skills;
- Strong and effective oral and written communication skills;
- Experience with program management;
- Working knowledge of Pre-K-12 education systems.

A candidate who is bilingual in Spanish is preferred.

ESSENTIAL FUNCTIONS:

Effective Board Interaction

- Leads organizational, program design and evaluation, community volunteer recruitment, and financial plans in collaboration with the Board of Directors.
- Works effectively with Board to clearly articulate accountability standards and measures of organizational success in defined increments (6 month, 12 month, 2 and 5 year).
- Ensure clear plan and execution which recruits sufficient numbers of community leaders to provide financial, in-kind and volunteer support at a level sufficient to meet APIE goals.

Proven Executive Leadership

- Programmatic Management: Develops and manages effective APIE programs designed to impact and accelerate AISD accomplishment of key student outcomes. Ensures programs are scalable, cost-effective, and a constructive use of scarce volunteer and financial resources. Leads staff and volunteers to ensure alignment to AISD and APIE's mission and strategic plan.
- Financial Management: Leads appropriate staff and the APIE Finance Committee to prepare clear, transparent annual budgets and operating plans that ensure the organization operates within plan parameters and accomplishes goals.
- Talent Management: Handles all aspects of personnel management, including recruitment, training, evaluation, discipline, and termination to ensure the fulfillment of the organization's mission.
- Community Recruitment: Ensures appropriate training, support, communication, quality control and follow up to provide a reasonable return rate for community volunteers. Serves as an information source for the community about volunteering; develops and produces materials for volunteers; conducts training for volunteers and district employees who will be working with volunteers; and oversees the data base of volunteers, levels of service, screening process, communication with schools, clearance notices, and badges.
- Community Outreach and Support: Advocates for the mission of the organization. Embraces innovative technology to maintain regular, clear, effective marketing and

communications with all key stakeholders, including the Board of Directors, staff, AISD contacts, volunteers, investors, potential investors, and community partners. Collaborates with the Chamber of Commerce and other organizations to conduct school tours. Works collaboratively with AISD staff, including the Office of Innovation and Development, to ensure cohesiveness with AISD community outreach initiatives.

- School Business Partnerships: Develops and executes a plan to establish school/business partnerships throughout AISD.
- Fundraising: Leads appropriate staff to plan, execute, and manage an effective philanthropic and fund-raising strategy, to include grants. Oversees development of grants to support the Partners in Education program, school business partnerships, and volunteerism in the schools.
- Efficacy of Programmatic and Organizational Evaluation: Ensures program evaluation is appropriately designed to determine APIE programmatic and cost effectiveness and identify areas for improvement, effectiveness, and scalability. Evaluates and distributes reports that clearly articulate accountability standards and measures of organizational effectiveness.
- Effective Event Management: Oversees the planning and execution of quality, cost-effective, successful events that demonstrate community support for AISD.
- Oversee the organization's compliance with all federal, state and local laws and regulations

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary.

Work is performed in an office setting. Position requires sitting, standing, lifting and may require travel to campuses. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

PERSONAL WORK RELATIONSHIPS:

This position reports to the APIE Board of Directors.