



JOB ANNOUNCEMENT

Position: President/CEO
The Education Alliance: Business & Community for Public Schools, Inc.

General Statement of Duties:

Under the supervision of the Board of Directors of The Education Alliance, the President/CEO is responsible for the development, staffing, programming, and day-to-day operations of the organization.

The President/CEO will:

- Develop and implement programs that enhance student learning opportunities and achievement in West Virginia's primary and secondary public schools.
- Oversee research efforts designed to enhance the effectiveness of West Virginia's primary and secondary public schools.
- Supervise and evaluate all programs within The Education Alliance and make periodic reports and recommendations to the Board of Directors regarding their progress.
- Develop a strong public image of the organization.
- Develop adequate financial and other resources from donors, businesses, and foundations to support the programming and longevity of The Education Alliance.
- Encourage support for public education, and establish links between schools and corporate, scientific, cultural, industrial, and educational communities in West Virginia.

- Assure authentic involvement of businesses and community members in public education to enhance students' academic and social achievement.
- Oversee The Education Alliance's facilities, property, and the staffing and administration of its programs.
- Serve as staff to the Board of Directors and its committees.
- Report regularly to the Board of Directors on administrative and fiscal aspects of the organization.
- Prepare annual budgets.
- Adhere to the highest standards of fiduciary responsibility prescribed by law and generally accepted accounting principles, and manage and invest The Education Alliance's assets in accordance with policy set by the Board and in a manner that avoids undue risk.
- Select, supervise, evaluate and, if necessary, terminate The Education Alliance staff and consultants.
- Implement the Employee Handbook in an equitable manner.
- Develop and recommend policies and procedures to the Board of Directors.
- Be accountable to the Board of Directors, The Education Alliance's donors and constituencies, and to federal, state, and local agencies, as appropriate.
- Evaluate the work of The Education Alliance to assess what the organization is learning from its grants, programming, and research.
- Advocate for business and community involvement in public education and for educational improvements based on research and Board direction.
- Represent The Education Alliance on statewide or regional policy boards.
- Travel to all parts of West Virginia (and sometimes outside of the state) during all times of the year to represent The Education Alliance. Travel will require

some overnight trips, and the position requires some physical activity including lifting, walking, driving, and stooping.

- Prepare major grant proposals, both for the purpose of developing new programs and supporting existing programs.
- Be responsible for leading strategic planning efforts for the organization, and guiding the Board in how The Education Alliance should evolve.
- Provide the Board with educational opportunities that stimulate Board development.
- Be responsible for maximizing the assistance of the Board of Directors.

Qualifications:

- BA/BS Degree required.
- Masters Degree or Relevant Experience, Doctorate preferred.
- Strong commitment to the mission of The Education Alliance with preparation to be engaged for a significant period of time.
- Demonstrated capacity to secure funding from local, regional, and national sources, both private and public.
- Excellent written and verbal communication skills.
- Demonstrated understanding of and support for the private sector's interest and involvement in K-12 public school issues.
- Complete competency in the use of technology, including word-processing, databases, spreadsheets, and the Internet.
- Understanding of the challenges facing public education in a rural State and familiarity with programs that enhance the quality of education.
- Experience with and understanding of business and the business culture.

- Demonstrated organizational and community leadership ability.
- Past experience with the nonprofit, business and public sectors.
- Capacity to provide strong support to an all-volunteer Board of Directors.
- Exposure to public policy making.
- High ethical standards.
- Experience indicating an ability to attract, motivate, and retain a first rate staff, as well as volunteers.
- Demonstrated ability to coordinate large projects from conceptualization through implementation and completion, including budgeting time, financial, and human resources.

Application Procedures:

- Letter of Application
- Resume
- List of Employment References
- Salary Requirements
- Writing Sample
- Presentation (only for those selected for interviews)

Deadline for Application:

Applications are still being received.

Submit Applications to:

The Education Alliance
c/o Personnel
P.O. Box 3071
Charleston, WV 25331-3071