



Center for Collaborative Education

Transforming schools for student success

Job Posting – Executive Director, Center for Collaborative Education

The Center for Collaborative Education (CCE) is seeking a dynamic and thoughtful candidate as Executive Director. This is a full-time position which reports to the CCE Board of Directors.

Background on the Center for Collaborative Education

The Center's mission is to transform schools to ensure that all students succeed. CCE envisions a just and equitable world where every student is college- and career-ready and prepared to become a compassionate, thoughtful and contributing global citizen. CCE partners with public schools and districts to create and sustain effective and equitable schools.

We fulfill this mission in three primary ways:

- Creating, supporting, and sustaining learning environments that are collaborative, democratic, and equitable
- Building capacity within districts and schools to adopt effective practices that promote collaborative, democratic, and equitable learning for students and educators
- Catalyzing systemic change at the state, district, and school levels through policy, research, and advocacy work

With a main office in Boston and a second office in Los Angeles, CCE currently has ~30 staff with four primary program areas:

- Support of in-district innovative, autonomous schools
- New forms of accountability and assessment – moving beyond standardized testing
- Leadership development with a social justice lens
- Research, evaluation, and policy on creating more equitable learning for all students

Responsibilities of the Executive Director

Vision

- Ensure that the organization keeps CCE's vision and mission at the forefront of our work

Program Development

- Work with the Senior Leadership Team to periodically assess current program initiatives and make refinements, and develop new initiatives that further CCE's mission for the Board to consider
- Collaborate with and provide input to Senior Directors on the development and progress of CCE programs and services
- Ensure program accountability in meeting program work plans
- Ensure a robust, equity-based research agenda is in place and pursued

Organizational Culture

- Promote and support staff leadership and professional growth opportunities
- Develop a healthy, vibrant organizational structure and culturally responsive environment in which programs are interconnected and staff are learning and growing from one another
- Promote healthy communication channels and collaborative processes and structures throughout the organization

Public Relations

- Work with the Director of Development & Communications be a public face for the organization and expand CCE's public presence
- Interface and develop partnerships with key organizations, districts, and foundations that further CCE's mission
- Increase CCE's capacity to influence local, state, and national educational legislation and policy on key issues that reflect CCE's mission
- Draft and publish papers that reflect CCE's mission
- Assure quality of CCE publications and materials

Budget

- Work with the senior directors, oversee the development, approval, and management of the annual CCE budget
- Develop a diversified and healthy funding stream
- Maintain a healthy operating reserve
- Ensure budget, contract, and grant accountability
- Work with the Director of Development on all aspects of fundraising, including relationships with foundations and corporate givers
- Approve all contracts, along with the Senior Director of Finances & Operations

Staffing & Organizational Policies

- Build a diverse and highly qualified staff
- Hire and terminate staff, with input from senior and program directors
- Supervise, support, coach, and evaluate senior directors, and orient new senior directors
- Work with the Senior Director for Finances & Operations, along with input from staff and senior directors, to determine CCE benefits and staff policies and to set salary scales and annual raises
- Work with committees and the Senior Leadership Team, with input from staff, to set and implement organizational policies that promote a positive culture and staff retention

Board of Directors

- Work with the Board, with input from staff, to set the mission and policy direction of the organization, as well as decide on key programs for the organization
- Work with the Board to create a membership that is diverse and that represents key constituencies that add value to CCE and its mission
- Work with the Board chair and executive committee to plan out Board meeting agendas, and keep them abreast of organization progress and challenges in between meetings



- Work with the Board, with input from staff, to regularly assess progress in accomplishing CCE's Strategic Plan, and to undergo assessment and planning processes at the staff and Board levels when a new strategic plan is needed

Qualifications

CCE's Executive Director must demonstrate a passion for leading social change and a commitment to equity. CCE is looking for a leader who seeks out challenges and is prepared to overcome obstacles, and who has a vision, the practical know-how, and collaborative team-building skills to run a nonprofit organization. In addition, the selected candidate must have:

- Expertise in district and school reform, instruction and curriculum, and assessment and accountability, with a minimum of six years of experience
- Ability to both lead and build the capabilities of a driven, bright, diverse team to high standards
- Results-driven orientation, with evidence of capacity to make good decisions independently and in collaboration with others
- Commitment and track record of building collaborative cultures of staff working together
- Ability to balance the delivery of services against the realities of a budget
- Ability to creatively problem solve, manage projects, and be resourceful
- Ability and experience in supportive and constructive supervision and evaluation
- Confidence in business development and fund raising
- Solid educational background—graduate degree required
- Experience working in and with public schools and districts that serve high percentages of Black, Latinx, English Learner, and low-income students, in a teaching, administrator, or other professional role
- Experience leading a school reform effort, either from within or outside a district
- Strong facilitation and teaming skills
- Strong writing skills

Location and Work Requirements

This position is based in the Boston area and requires the capacity to travel.

Salary

Salary and benefits are competitive.

Application

This position will remain open until filled. To apply please email your resume to aplesz@ccebos.org.

The Center for Collaborative Education is an equal opportunity/affirmative action employer and is committed to diversity in the workplace by maintaining a staff that represents the voices of the communities we serve. People of color and/or bilingual/bicultural individuals are encouraged to apply.

