



Interim Executive Director Job Description (July 1, 2019 - June 30, 2020)

About CITY Center for Collaborative Learning

CITY Center for Collaborative Learning designs, implements and advances exemplary practices in teaching and learning that transform the lives of young people and their educators. The Tucson, Arizona based nonprofit provides professional development and community engagement experiences for educators and education advocates, while leading three small secondary schools that serve as demonstration sites. Our most immediate strategic priority is competing the Capital Campaign and collaborating with schools and teachers in Southern Arizona and beyond to share what we do and to help build capacity so that we can all do our best work for all students. For more information visit CITYccl.org.

Position Summary and Functions

The Interim Executive Director of CITY Center for Collaborative Learning

- safeguards and promotes the organization's mission, vision, values, and practices
- supports the Board of Directors in fulfilling its governance functions
- stewards responsibly the school's assets, including two buildings in downtown Tucson, and its \$3.9 Million annual operating budget
- collaborates with the Board of Directors to promote a culture of philanthropy throughout the organization and to garner the resources – monetary, human capital, infrastructure, and in-kind – necessary to operate at an optimal level
- promotes active and effective communications by organizational spokespersons, engaging regularly in local, regional and national communications and outreach in order to maximize organizational impact
- creates and leads the team necessary to carry out the mission, and fosters an organizational culture that values collaboration, high expectations, and positive staff morale
- ensures the organization maintains a keen focus on student achievement, college readiness, and school success

Priority Responsibilities

I. Advancement

- Steer the Capital Campaign toward a successful conclusion.
- Identify and secure funding from foundations, corporations, and individual donors.
- Advance the mission and vision of CITY Center for Collaborative Learning by forming strategic partnerships and seeking new opportunities (while simultaneously monitoring the balance of resources and organizational capacity).
- Steward the organizational contacts database, including donors, alumni, community partners, etc.
- Oversee efforts of annual tax credit campaign.
- Cultivate prospective donors.

II. Program Management

- Supervise and hold accountable strong instructional leadership by the principals and Academic Coach for quality educational programming, faculty professional development (PD), and data-driven reflection and growth.
- Oversee thorough compilation of academic data, including state indicators (eg. AzMERIT, graduation rates, attendance) and internal indicators (eg. student-led conferences, gateways and portfolios, college-going rates, climate surveys).
- Champion the organization's commitment to producing graduates whose post-secondary options include college.

III. Governance

- In collaboration with the Board Chair and the Governance Committee, strive for optimum performance of the board, its committees, and individual members.
- Ensure active engagement of a diversity of school and community stakeholders through various representative structures at all levels of the organization.

IV. Diversity, Equity, and Inclusion (DEI)

- Support initiatives by principals and school boards to enhance DEI in their schools.
- Seek out and identify opportunities to enhance DEI throughout the organization.
- Ensure that all hiring processes entail best DEI practices.
- Ensure active engagement of a diversity of school and community stakeholders through various representative structures at all levels of the organization.

Secondary Responsibilities, Senior Administration Assignments

V. Business & Operations (primarily assigned to Director of Finance and HR)

- Lead and delegate to the team of administrative staff responsible for the following areas: fiscal management, human resources, facilities oversight, technology and other infrastructure, and legal compliance.
- Monitor the financial health of the organization and ensure that budget reports are generated regularly for board review and maintained as needed for audits, grant applications, and real estate transactions.
- Ensure that all employees are coached and evaluated in a consistent and effective manner.

VI. External Relations (primarily assigned to the Director of Professional Learning and Community Engagement)

- Boost the profile of the organization, the 3 schools, and the PD Center; highlighting noteworthy programs and events.
- Represent the organization to the local civic, education and business sectors of the community.
- Promote the reputation and visibility of the organization's schools as demonstration sites modeling exemplary and innovative practices in education.
- Advance recruitment for student enrollment, teacher hiring, and PD Center registration.

Qualifications

- 5+ years of significant advancement and fundraising experience
- 5+ years of program management experience
- Change management experience
- Solid Southern Arizona educator connections, and/or readiness/skills to develop them

- Strong oral and written communication skills
- Ability to work independently and as part of a team

Position Details

- Job Type: Full Time
- Contract: Regionally competitive leadership salary, commensurate with experience
- Benefits: Health insurance benefits available
- Duration: July 1, 2019 - June 30, 2020
- Location: Downtown Tucson, AZ
- Reports to the CITY Center for Collaborative Learning Board of Directors
- Website link: <https://cityccl.org/about/executive-director-search/>

Application Procedure

- Application deadline is March 29, 2019; early applications are encouraged and welcomed. (The board intends to complete this appointment by May 1, 2019.)
- Interested candidates should send their resume and cover letter (required) to info@cityccl.org; both should be sent as attached documents.
- In subsequent rounds of our process, candidates will be asked to provide three to five references and letters of recommendation.