The Collaborative for Educational Services (CES) works closely with schools, educators, families, state agencies, and other partners to enhance educational opportunities and outcomes for children, youth, and adults with a focus on those at risk of failure. CES is the largest education collaborative in Massachusetts and provides a wide and deep range of educational direct, support, and professional development services for its 36 member school districts in Hampshire and Franklin Counties as well as for other districts and state agencies throughout Massachusetts and New England.

The Executive Director of CES serves under the general direction of the Board of Directors and is responsible for managing and supervising CES. The Executive Director provides leadership in the development and operations of educational programs and services, budget development, resource allocation and services offered to member districts and state partners. The Executive Director implements all policies as approved by the Board and ensures compliance with all applicable laws.

CES is a non-profit education agency and is mission, vision, and values driven. The Executive Director, in words and action, will exemplify and support CES’s vision, mission, and values. Principles and practices of social justice, equity and inclusion are foundational to our organization, and the Executive Director will help develop, model, and share best practices with both internal and external partners, as well as ensure all our direct services embody this focus.

ESSENTIAL RESPONSIBILITIES/CRITICAL FUNCTIONS

- **Mission, vision, strategic goals**
  - Implements and promotes the vision, mission, and strategic goals as approved.
  - As needed and with Board approval, revises and promulgates the organization’s vision, mission, and strategic goals.
  - Maintains an agency focus on its core educational mission and on principles and practices of social justice, equity and inclusion

- **Board Relations**
  - Works effectively with the Board, implementing Board actions and recommendations and maintaining regular communication with the Board.
  - Advises the Board on the need for new and/or revised policies.
  - Implements all policies as approved by the Board.
  - Ensures agency compliance with all applicable laws and regulations.
● Communication and Collaboration
  o Promotes collaboration among and with member districts and other stakeholders and agencies in order to develop and/or improve educational opportunities, access, and outcomes for children, youth, and families.
  o Works cooperatively and positively with diverse groups including staff, administrators, Board members, School Committees, Superintendent Steering Committees, funders, and state and community agencies
  o Develops/maintains cooperative relationships with other organizations and with collaboratives
  o Partners with other agencies to support educational initiatives
  o Enhances relationships between member districts through steering committees, professional learning and job-alike meetings, and supportive, value-added service delivery
  o Builds, maintains, or expands stakeholder relationships at community, state and national levels

● Agency Leadership
  o Provides day-to-day leadership and supervision for the agency
  o Serves as primary spokesperson and public representative for the agency
  o Sign grants, contracts, and agreements on behalf of the agency, as authorized by the Board.
  o Ensures that all components of the Articles of Agreement and By-laws are implemented and followed
  o Ensures agency focus on mission, vision, and values and on its four strategic goals: 1) meeting member district needs; 2) fostering the success of children, youth and families placed at risk; 3) developing exemplary educators; and 4) promoting innovative practices
  o Ensures that an effective management team, with appropriate provision for succession, is in place
  o Convenes and leads agency leadership team(s) to develop, monitor, and evaluate short- and long-range objectives, to coordinate efforts, to guide agency-wide work, to fuel innovation, and to respond to local and state opportunities and needs.

● Leadership for Programs and Services
  o With senior managers, plans, develops, and supervises educational services and programs
  o Evaluates the educational services CES delivers and regularly identifies ways to sustain and improve the quality of its programs
  o Promotes collaboration and innovation within the agency in response to educational trends, districts’ needs, and business needs.
  o Actively seeks opportunities to develop programming;
  o Identifies and implements solutions to systemic educational challenges
  o Leads agency in the application of current research and theory and emerging education practices relating to serving the needs of diverse student populations
  o Ensures programs and services maintain an unwavering focus on CES’s goals, values, strategic priorities, and principles of equity and inclusion, and promote client-centered, strength-based, and culturally relevant perspectives.
  o Leads the organization in order to anticipate, align with, and adapt to, changes in educational standards and practices.

● Growth of the agency
Develops an organizational infrastructure that will support anticipated growth
Identifies and implements solutions to systemic educational challenges
Actively seeks opportunities to develop programming and services
Regularly considers innovative and systematic approaches to doing business.
Provides direction and supports all development work
Actively seeks opportunities to develop new direct programming, professional services, and collaborations with schools, districts, and agencies. Works closely with the Director of Business Development and the Director of Development to identify and pursue funding for innovative practices.
Applies for and submits proposals for state, federal, private, and foundation grants and contracts, to the extent allowed under the law.

● Staffing
  - Recommends the number and types of positions required to meet all programmatic and administrative needs of CES.
  - With Board approval, hires staff to fill new or vacant positions.
  - Ensures proper supervision and annual evaluation of all staff; this includes providing feedback that nurtures and sustains creativity.
  - Directly supervises and evaluates the Deputy Director, Director of Finance and Operations, and other senior managers.
  - Encourages and promotes staff professional development and consistently provides support to CES staff at all levels of the organization.

● Fiscal Management
  - Oversees CES’ fiscal policies and procedures including budget preparation, allocation of resources, cost effectiveness and financial reporting.
  - Facilitates the alignment of financial and human capital in order to achieve strategic goals.
  - Increases, strengthens and promotes the diversification of the organization’s funding sources.
  - Ensures financial procedures and accounts are maintained and that audits are performed annually.

● Advocacy
  - Advocates for member districts and other partners, as needed, requested, and allowed under the law.
  - Advocates for educational change and growth through interaction with legislators, state and federal departments and governmental entities.
  - Responds to emerging educational issues in a way which guides and shapes state and national best practices in education.

● Accountability
  - Develops an annual plan with goals and objectives for Board approval.
  - Oversees a quality assurance (QA) process that ensures compliance with state and federal regulations and laws, best practices, and standards of excellence.
  - Provides regular status reports to the Board.
  - Provides other reports to the Board as requested or required.
  - Participates in an annual performance review by the Board of the Executive Director; the review is based on the agreed-upon annual goals and objectives.
Other Professional Expectations

- Represents the agency to the public.
- Attends night meetings
- Travels in and out of state to meetings and conferences
- Valid driver’s license and reliable vehicle required
- Performs other duties as assigned by the Board of Directors

Qualifications

- A minimum of ten years of successful administrative experience in leadership positions in the public and/or private sector
- Masters Degree in Education or related field; doctorate preferred
- Massachusetts Administrator License required upon hire, or within one year of hiring; Superintendent license preferred
- Fiscal management experience
- Able to think strategically, creatively and tactically
- Entrepreneurial vision for programs and direct services to children, youth, and families
- Ability to build collaborative relationships with a variety of stakeholders
- Proven success with developing business and community partnerships
- Successful experience with union relationships, including bargaining
- Accustomed to using data-driven decision-making to ensure the success of the organization’s staff, students and member districts
- Success in obtaining public and private funding
- Demonstrated ability to work effectively with diverse individuals and organizations
- Proven ability to manage conflict through collaboration and compromise.
- Experience with managing staff and working with a board of directors
- Experience in program development and evaluation
- Strong written and verbal communication skills
- High level of comfort with a variety of technologies, including Google applications, project management software, and database software
- Highly developed personal and professional integrity
- Knowledge of and commitment to principles and practices of social justice, equity, and inclusion

Physical Demands

- Ability to multi-task and respond to demanding job duties with a positive mindset.
- Must be able to enter, exit, and move through and between classrooms and program locations throughout the day. At some locations this will mean moving between floors. Ability to move about inside the office to access file cabinets, office equipment, including using a computer.
- Frequently communicate by phone, face to face, email, and video conference with CES employees, member districts and state partners.

Working Conditions:

- Work is subject to interruption and redirection, and priorities may change during the course of a day.
- Considerable driving to program sites and member districts throughout the state
- Will sometimes visit locked settings with high security for students and staff
- Ability to work productively with frequent interruptions
- Compliance with CES’s COVID Workplace Safety Standards
Terms of Employment

- 36 month contract
- Full benefits package as outlined in the CES Personnel Policy
- Full time 12 month position, evening hours required to attend board meetings, school committee meetings and events.

CES is an equal opportunity employer and is committed to creating and maintaining an organization dedicated to education, social justice, equity, and inclusion. We are particularly interested in candidates from a diverse range of cultural, ethnic, and racial backgrounds. We are especially interested in candidates whose backgrounds are well-suited to understanding and addressing the needs of the diverse student populations, school districts, and state-wide programs we serve.