



Chief Executive Officer

Overview – The Chief Executive Officer (CEO) leads and manages the organization to fulfill its mission to partner families and teachers for children’s success. Working in partnership with the board of directors and the Chief Visionary Officer (CVO), the CEO establishes HW!’s vision and strategic plan. The CEO is responsible for translating the vision and plan into a coherent plan of action, providing leadership for staff, school constituents, evaluation consultants, donors and other constituents in a fiscally strong organization. The CEO collaborates closely with the Founder/CVO to promote HW! in the community to serve as visible catalysts and advocates for parent and family engagement and to ensure financial strength of the organization.

Reports to: The Board of Directors, specifically the Chair

Direct Reports to the CEO – Director of Operations (DO) , Director of Program Operations (DPO), Grants Manager, Administrative Assistant

Primary Responsibilities:

Mission, Vision, Strategic Planning

- In collaboration with the board, set clear and compelling vision and strategy and work with the board to fulfill HW!’s mission
- Provide leadership to design, develop and grow HW!
- Provide leadership to keep the board and staff connected to developments in the field of parent and family engagement and pre K-12 education.

Governance and Board Relations

- With Board Development and Governance Committee, develop, maintain and support a strong Board of Directors
- Serve as the primary liaison to the Board and provide regular reports to the Board that enable the board to monitor and evaluate HW!’s progress and effectiveness. In partnership with the chair, set priorities for Board meetings, education, and action.
- Sit on board development and governance committee

Management

- As HW!’s chief executive, ensure that the policies, procedures, and staff infrastructure are in place to implement the organization’s strategic plan, fulfill its mission, and achieve its vision.
- In partnership with the appropriate Board committees and staff, develop and monitor short- and long-range budgets, key financial forecasts, operating plans, and policies/procedures that carry out HW!’s strategic plan.
- Manage to outcomes for greater impact and commit to stringent performance management to drive positive results
- Foster and nurture a performance culture and one of continuous improvement
- In partnership with the Director of Operations, establish and implement a structure for employee compensation and performance evaluation.
- Ensure that HW! complies with all regulatory and legal requirements, excels in professional standards of ethical conduct, and provides all necessary public/regulatory reports in a timely and accurate manner.

Development and Financial Strength

- In partnership with DO, develop and manage strategies to ensure financial health of the organization
- Oversee the development of the annual budget
- Oversee fundraising and development of other resources, working closely with the CVO
- Develop and manage outstanding donor relations, gift acknowledgement and reporting
- Develop new grant and donation resources

Community Relations

- Explore, evaluate and recruit appropriate new school partnerships in partnership with the CVO
- Establish relationships and presence in participating districts and schools to enable program monitoring and establish credibility
- In partnership with the DPO and CVO, maintain excellent relations with our schools and school districts and get to know and build partnerships in new schools and school districts
- Marshal external/community partners and resources necessary to deliver on our mission
- Maintain effective ongoing contact with a broad range of nonprofit organizations, grantmakers, and civic leaders to ensure that HW! remains current and connected regarding the trends and developments in the field of parent and family engagement and pre K-12 education.

Communications and Marketing

- Oversee and support all aspects of communications and marketing, from web presence and social media to external relations with the goal of creating a stronger brand.
- Ensure HW!'s image and strong reputation by being active and visible in the community and working closely with other professional, civic and private organizations
- With various staff and board members, establish a communications and marketing strategy to promote HW!'s overall mission and vision that supports HW!'s branding as the "go to" resource for parent and family engagement.
- Serve as HW!'s primary spokesperson to HW!'s constituents, the media, and the general public, sharing frequently the change happening in the lives of the people we are serving.
- With a consistent, clear, compelling message, increase awareness of HW! Prepare and deliver presentations at school board meetings. Represent HW! at local and national levels.

Qualifications

- Proven leader whose career has been distinguished by passion for community service and involvement.
- Ability to articulate organizational mission and purpose to a wide variety of constituent groups.
- Enthusiasm, energy, and commitment to continuously improve and drive the organization forward.
- Successful use of consensus-building internally and externally.
- Experience includes general administration, budget and finance, staff recruitment and development, and significant fundraising.
- Experience working with a Board of Directors is essential.
- Defining characteristics: unchallenged integrity; moral and ethical standards, providing a foundation for implementing the mission of the organization; sound judgment; a persuasive manner; and an ability to anticipate problems.
- Highly desirable: warm yet professional presentation style; an ability to work with a broad range of people; a sense of humor; and self-confidence.

To apply, send resume and thoughtful cover letter to general@teacherhomevisit.org.