

**CSCE Executive Director  
Job Description  
Updated March 28, 2018**

**Reports to:** CSCE Board of Directors

**Qualifications:** The Executive Director will possess a proven track record of success in the following areas

- Leadership
- Community Building
- Fund Raising
- Strategic Planning
- Administrative Management

The Executive Director must possess a sound educational philosophy, background and vision grounded in Waldorf education and service to children from poverty and English Learners. Further the Executive Director must have a demonstrated capacity to leverage leadership to effectively develop and extend community relations for CSCE as well as an expressed willingness and a plan to be accessible to donors and community partners.

Reporting to the Board, the Executive Director will implement the development plan for the organization, including: securing funding opportunities, such as private and federal grants and foundation partnerships and cultivating major gifts from individuals and corporations. The Executive Director will support and oversee the Principal in the school's meeting its goals and implementing its charter.

The Executive Director will work to develop and maintain relationships with existing and new funders that further the organization's mission. In managing the development operation, the Executive Director will also be responsible for donor tracking, as well as coordination of special site visits. H/ she is a big thinker who is able to share and communicate the vision of the Organization to potential funders and build lasting relationships with those interested in supporting the mission. H/ she is a strong writer, has strong interpersonal skills, and is deeply committed to the mission.

***Duties and Responsibilities***

The Executive Director holds accountability with CSCE leadership to successfully deliver the stated CSCE annual objective of reaching **50% proficiency in ELA and Math**, with an aspirational goal of 80%, for all student groups grades 3-8. To achieve this school-wide objective, the Executive Director's duties and responsibilities must align with the following five goals:

- Goal #1: Develop Waldorf-inspired, Common Core-aligned and equity-focused curriculum;
- Goal #2: Test and document Waldorf-inspired, Common Core-aligned practices as measured in student and adult learning outcomes;
- Goal #3: Maintain a well-operated Budget;
- Goal #4: Maintain effective community outreach (including parents, community partners, policy and research community); and
- Goal #5: Launch long-term fundraising strategy for scale-up and financial stability.

4/7/2018

*Specific accountability metrics for these five goals will need to be agreed upon jointly by Executive Director and Board Chair and Vice Chair and will need to be approved by the Board prior to the beginning of school (at May 17 2018 board meeting).*

### **Human Resources**

- The ED is responsible for hiring and oversight of Principal performance and approves hire of all other staff;
- The Principal reports to ED.

### **External Relations with Authorizer and Key Community, Regional, State National and Global Partners (Goals # 3 & #5)**

- Leads in advancing research, policy and practice interface to strengthen, scale and make visible the CSCE Waldorf Model;
- Prospects, secures, builds and sustains strategic partners at the
  - global,
  - national,
  - regional and
  - local levels and
  - with lead agencies in a global, national, regional and local context to strengthen and scale the CSCE Waldorf model;
- Serves as interface with California Charter Schools Association (CCSA); Oakland Community Organizations (OCO) and Alliance of Public Waldorf Education to strengthen scale and make visible the CSCE Waldorf model;
- Leads drafting Local Control Accountability Plan (LCAP), Renewal Charter Petition and MOU;
- Serves as interface with Alameda County of Education .

### **Governance (Goal #3)**

- Regularly communicates with the Chairman of the Board (or designated Trustee/Director);
- Reports to and seeks input from the Board and/or appropriate committees regarding the governance of Community School for Creative Education;
- Develops and implements recommendations of the Board of Trustees/Directors regarding the governance of CSCE;
- Regularly reports to the Board on school activities and relevant matters.

### **Near- and Long Term Fundraising for Scale Up and Fiscal Stability (Goal #5)**

- Leads community and fund development with the CSCE Board Development Committee Chair
- Pursues State and Federal funding opportunities where appropriate;
- Develops relationships with national and local funders and writes grant proposals as required;
- Tracks and creates reports for grants;
- Responsible to plan for
  - Individual donors as well as
  - Private Foundations and Corporate Donors and
  - In-kind support from community and business.

***CSCE is an equal opportunity employer. CSCE employs staff of any race, color, national or ethnic origin, ancestry, citizenship, religious affiliation, actual or perceived gender, sexual orientation, marital status, veteran status, age, physical or mental disability, or medical condition where the latter do not impair job performance with reasonable accommodations, and accords them all rights, privileges, programs, and activities generally accorded to and made available to staff at the school. CSCE will not discriminate on the basis of any of the above factors, nor any basis prohibited by law.***

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