JOB TITLE: President
REPORTS TO: BOARD OF DIRECTORS
FLSA STATUS: EXEMPT

**Essential Job Duties**
The President is responsible for maximizing the effectiveness of the Colorado League of Charter Schools by serving its members through initiatives and service offerings that ensure the health, strength, and ongoing growth of the charter school movement in Colorado. The President is the liaison to external stakeholders including funders, policymakers and education advocates in order to ensure Colorado retains its position as a national leader in charter school policy and sector relationships.

Specifically, the President is responsible for the following areas:

**Organizational Leadership and Strategic Positioning**
- Lead the development and execution of the organization’s vision, long-term strategic plan and annual goals. Within these areas, the President:
  - Oversee and participate actively with the organization’s leadership team, including, but not limited to: providing informed input into the key organization-wide challenges, directions and decisions of the League.
  - Identify annual organization-wide performance targets and oversee the development of annual program goals.
- Promote integration across program areas through joint planning, coordination and an overall commitment to keeping each other fully informed.
- Re-image future work-space environments that optimize team functioning and costs, and minimize impacts from national or global events such as experienced from the COVID-19 virus.

**Financial Sustainability**
- Lead the development of a sustainable, diversified funding plan for the League.
- Oversee the annual budget process, ensuring the budget is based on realistic assumptions, aligned with the League’s strategic plan and annual goals, and achieved annually.
- Oversee development of budgets that are achievable and lead to proper growth of the League and replenish our operating reserves. Ensure consistent revenue streams from membership dues and activities and other fees for service.
- Build and maintain effective relationships with donors. Actively participate in soliciting gifts from major donors especially foundations, corporations, and individuals.
- Lead efforts for capital, endowment, and other long-term fund development campaigns, as needed.
- Demonstrate self as a responsible fiduciary through sound fiscal and risk decision-making.

**Advocacy and Legislation**
- Participate in the establishment of the League’s state legislative agenda and work with state legislators on a bipartisan basis, as appropriate.
- Oversee local advocacy programs for schools or coalition of schools.
**Member Services**
- Ensure that programs supporting members are value-added, effective, and relevant.
- Oversee effective delivery of service to members.
- Monitor efforts to recruit and retain members.
- Ensure regular evaluation of member benefits and programs.
- Monitor performance of all member schools and ensure supports are in place for those in need of direct assistance.

**External Relations**
- Represent the organization before diverse audiences across Colorado and the country.
- Direct effective communications, engagement strategies and relations with member schools, education-aligned organizations, policymakers, funders, researchers, the media, and the general public.
- Present and represent the League’s vision, values, priorities, strategic choices and points of view to internal and external stakeholders.

**School Parity**
- Ensure the League’s plans and programs are designed to provide access to high-quality charter public schools for those most at-risk and underserved by the overall system.
- Provide best-practices regarding racially diverse, poor, and non-English speaking students in public charter schools across the state.

**Supervision and Management**
- Oversee, manage, and mentor the organization’s Leadership Team.
- Serve as a critical communication link between the Board of Directors and the staff so that all employees feel a sense of citizenship to the organization.
- Ensure that the individual goals and objectives of those supervised are created and reviewed regularly as a means to promote organization-wide accountability.
- Supervise, coach, empower and provide overall guidance to all those supervised. Specifically, ensure that those supervised know what is expected of them at work and encourage them to find new solutions and offerings aligned with the strategic goals of the League. Provide employees with ongoing feedback about their work and encourage their development.
- Ensure effective implementation of the League’s employment policies.

**Board Governance**
- Serve as primary staff liaison to the Board.
- Ensure effective development of and compliance with Board bylaws.
- Provide assistance to standing and ad hoc League committees.
- Support identification and recruitment of new Board members for approval by the Board.
- Ensure Board policies and directives are carried out in an effective and timely manner.
Characteristics and Qualifications
As with all League employees, the President is self-motivated, flexible and service-oriented. Additionally, the League will be best served by a dynamic leader who has the following characteristics and qualifications:

Values
- Open-minded, honest and collaborative, with a strong belief in and passion for the League’s mission and who values a focus on outcomes and accountability

Strengths and Talents
- Leader: Confident, respectful, steady and enthusiastic; respects and values multiple views and input; unites staff toward a common vision; manages organizational growth while continuing commitment to organizational compassion, passion and empathy
- Communicator: An exceptional written and verbal communicator; a good listener; a clear, direct and succinct communicator; well-spoken and comfortable with public speaking
- Team builder: Open, supportive and empathetic; someone who is invested and has a track record of growing others; ability to build a high performing team
- Strategist: Visionary; a long-term strategic thinker; a problem-solver
- Unifier: The ability to synthesize multiple, competing agendas into a unified strategy; the ability to inspire and mobilize others
- Influencer: The ability to influence and persuade others
- Manager: Well organized; disciplined; comfortable with delegating

Experience
- Demonstrated leadership experience with specific experience leading a team to accomplish challenging goals
- Experience in developing and implementing a strategic vision for an organization and building buy-in to that vision with diverse stakeholders
- Experience in working with and cultivating relationships with major funders including foundations and corporations
- Demonstrated experience in working with a governing board
- Leadership experience in managing financial operations, building revenue streams, and recruiting and leading a high performing staff
- Experience in creating public support of a cause or policy
- Experience in developing education or other public policy preferred.

Skills and Knowledge
- Understanding for public education as a whole and education policies since the inception of public charter schools in the early 1990’s and the current charter policy landscape
- Networking and consensus building skills
- A track record of credibility and relationships with diverse constituents across Colorado and nationally
- Understanding of how to deliver effective customer service; knowledge of how to build and support membership preferred
- Human resources/supervisory skills.
**Other Attributes**

- A self-starter with a strong work ethic who is able and willing to work across the political spectrum, and who has the ability and willingness to make tough decisions.
- Undergraduate degree required; advanced degree preferred.
- Knowledge of Colorado, its education and political systems, and leaders preferred.

The Colorado League of Charter Schools is an equal opportunity employer and does not discriminate based on race, religion, gender, age or sexual orientation. Diverse candidates are encouraged to apply.