

# P.G. Chambers School

## Job Posting

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### Executive Director

At P.G. Chambers School, “discovering potential” is an important part of our mission, inspiring us to provide the best, most comprehensive educational and therapy programs for children with disabilities. Founded in 1954, P.G. Chambers School offers a wide range of educational and therapeutic programs designed to help children with learning, physical, speech and language, and sensory disorders develop the skills they need to lead fuller, more productive lives, develop confidence in their own abilities, and engage as fully and as frequently in the community at large.

The Executive Director reports directly to the Board of Trustees and acts as the chief executive officer of the organization, promoting the mission and vision, executing the strategic plan, leading program development and execution, and managing fiscal operations.

### Scope of Responsibilities:

#### Strategic Vision and Leadership

- Provides the vision for the organization and helps others, including the Board of Trustees, staff, volunteers, support groups, funding sources, and community-at-large, to identify their role and contribution to that vision.
- Provides leadership for the overall operation of all aspects of the organization, including board development, program planning and implementation, fundraising, communication, public relations, financial management, personnel development and facilities operation.
- Directly supervises 10-12 director-level staff members.
- Leads the board, staff, and consumers in developing a strategic plan, ensuring the budget, staff, and priorities are aligned with the school’s core mission.
- Provides inspirational leadership to ensure the continued development and management of a professional, ethical, and efficient organization.

#### Fiscal Oversight

- Oversees the financial operation of the organization, including developing long-and short-range financial plans, developing and monitoring the budget, and implementing sound financial controls.
- Develops financial priorities to ensure the organization is operating in a manner that supports the needs of the program and staff.

### **Infrastructure and Operations**

- Develops policies and procedures to guide the overall operation of the organization, ensuring that staff has the needed technology, skills, and materials.
- Ensures compliance with applicable codes and best practice guidelines for fiscal and programmatic operations.
- Maintains a culture which attracts, retains, and motivates a diverse, highly-skilled workforce.

### **Development**

- Oversees a comprehensive donor development, fundraising, communication, and marketing plan.
- Assumes an appropriate leadership role in fundraising campaigns, including personal solicitations and written appeals.

### **Qualifications:**

The executive director will be thoroughly committed to the mission of P. G. Chambers School, and have proven leadership, mentoring, and relationship management experience. Concrete demonstrable experience and other qualifications including:

- Master's degree, at minimum, in education, business, or related services field with at least 8 years of senior management experience.
- Experience operationalizing strategies that have taken an organization to the next stage of growth.
- Unwavering commitment to quality programs and data-driven results.
- Excellent organizational management with the ability to develop staff and high-performing teams, set and achieve strategic objectives, and develop and manage a budget.
- Past success working with a Board of Trustees with the ability to cultivate existing board member relationships.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders.
- Strong written and verbal communication skills.
- Self-directed, entrepreneurial, adaptable, and innovative approach to business planning.

Email the following materials in MS Word or PDF format to [info@chambersschool.org](mailto:info@chambersschool.org) by September 15, 2017.

- Cover letter with salary requirements
- Resume

Position available Summer 2018

**P.G. Chambers School is an Equal Opportunity Employer.**

[www.chambersschool.org](http://www.chambersschool.org)