



## **JOB DESCRIPTION**

### **Chief Executive Officer (CEO)**

#### **Organization Summary**

Green Woods Charter School (GWCS) provides children in grades K through 8 with the opportunity to be active, knowledgeable, and conscientious young investigators by fostering a keen understanding of the interrelatedness and interdependence of our local and global existence; creating active young stewards of the natural world. Children at GWCS understand that learning is an ongoing process requiring a strong foundation. Children will use their special talents and knowledge to constantly improve themselves, their learning, their school, and the environment.

#### **Position Summary:**

The CEO serves as the school's chief administrative official, providing overall leadership and direction for GWCS. The CEO will be responsible for driving the current strategic priorities of the organization, as well as setting the direction for the future. The CEO will also lead efforts to build greater awareness locally and beyond of the incredible work that is happening at GWCS. The CEO will help ensure success for GWCS students through establishing best in class instructional and operational programs (finance, facilities, etc.). In addition to internal leadership, the CEO will serve as a true brand ambassador, deepening existing external relationships, and building new partnerships (district partners, donors, education leaders, etc.). The CEO will report to the Board of Directors and partner closely with the school leadership and other key GWCS leaders.

#### **Duties and Responsibilities:**

##### *Executive Leadership*

- In partnership with the Board and other critical stakeholders, align school-wide priorities and set an overarching strategic vision for the organization
- Uphold and support the school's commitment to its vision and values by modeling expectations at all times
- In close partnership with school leadership, provide support/guidance in the development and effective implementation of the school's instructional program leading to academic success to all 700+ students
- Establish and foster a collaborative relationship with the Board, which is responsible for managing the business and affairs of GWCS, including attending all Board Meetings, serving as a liaison between GWCS and the Board, keeping the Board informed of significant issues and events at GWCS, collaborating on key projects, and seeking advice and expertise from Board Members, as appropriate

##### *Management and Operations*

- Serve as the direct manager and partner to the school's leadership team; provide support and guidance around best practices for managing and developing the entire staff to ensure GWCS promotes a culture of professional growth and high achievement



- Serve as a culture carrier for the organization in building positive morale
- Oversee successful performance management practices to ensure all academic and operational requirements are met
- Manage an operational budget of \$8million, ensuring effective fiscal stewardship and sustainability for the organization
- Oversee real estate/facility planning, including the specifics of being a Green School
- Understand and manage charter school law, policy, and protocols
- Manage external contracts and vendors

#### *External Relations and Fundraising*

- Advance GWCS' public brand by serving as an active and magnetic ambassador for GWCS' mission and vision with key stakeholders, including representing GWCS locally and beyond
- With support of the Board, play a central role in fostering significant donor relationships, cultivating corporate support and strategic partnerships
- Form relationships throughout the Philadelphia region (and beyond) that contribute to enriching and collaborative experiences for GWCS' students, teachers, families
- Additional duties as assigned

#### **Qualifications:**

- Commitment to GWSC mission and belief that all students can learn
- Knowledge of and commitment to Green STEAM, Environment as an Integrating Context, or similar environment-centered educational curricula
- Ability to lead and inspire others to deliver high performance
- Strong strategic thinking and planning skills, with the ability to leverage qualitative and quantitative information in decision-making
- Ambitious and innovative mindset with a track record of translating strategy into action and delivering results
- Exceptional communicator; adept at sharing information both verbally and written in a way that resonates with a variety of audiences, both internally and externally
- Understanding of the complexity of managing school-based organizations, and the ability to communicate effectively with a full range of stakeholders involved in a school's community
- Ability and desire to work with a socioeconomically and racially diverse community with the ability to connect and collaborate across lines of difference
- Demonstrated professionalism and responsibility, and a strong work ethic
- A positive, high-energy attitude, and a drive for personal excellence
- Flexible attitude, ability to work with urgency

#### **Education and Experience:**

- Master's degree in Education or similar field of study
- Minimum of 10 years professional experience (preferably in a K-8 school setting) with a strong passion for advancing educational achievement



- Extensive management experience (preferably leaders and/or educators) with a track record of success in leading and sustaining a high-performing organization
- Experience cultivating partnerships with individuals and institutions across the public, private, and philanthropic sectors
- Experience effectively managing complex budgets and the strategic allocation of resources

**Physical Requirements:**

Ability to physically perform the duties and to work in the environmental conditions required such as:

- Functioning in office space - reaching file cabinets, filing, faxing, scanning, copying, typing, mailing, making phone calls
- Functioning in outdoor green space – walking, hiking, exploring
- Must be able to sit for up to two hours looking at a computer monitor, using a keyboard/mouse and typing
- Must be able to lift up to 25lbs on a frequent basis

**Compensation**

Salary and benefits will be competitive and commensurate with experience.

**Application Instructions**

Send cover letter and resume to Molly Farley, HR Consultant, at [mfconsultantsllc@gmail.com](mailto:mfconsultantsllc@gmail.com).