

## **NNER Executive Director Position Description**

The National Network for Educational Renewal (NNER) is seeking to hire a half-time **Executive Director** by March, 2017 as the permanent executive director for NNER.

The Network is seeking a person who is committed to the Agenda for Education in a Democracy; is an innovative and visionary leader and strategic thinker who can take a broad view of the NNER and think strategically about ways to achieve the Network's mission. The person must have the ability to promote networking with NNER sites and with other professional organizations who have similar interests; and who can advocate for the Network and its work at the national level. This person will work directly with the executive board on innovative and creative initiatives that will move the organization forward.

The NNER Executive Board will provide guidance and work to establish strategic action goals for the executive director and provide leadership for the implementation of the goals established through the strategic planning process and approved by the Governing Council.

The Executive Board is open to imaginative and creative ways of supporting individuals interested in the position; such as, a retired educator, full time faculty member with graduate assistant support, or other creative ways of demonstrating shared leadership.

### **Projected Budget (Includes Salary/Benefits and Operating Expenses)—Contingent upon approval by NNER Governing Council in October, 2017):**

1. The current board-approved salary for the half time position is \$60,000 annually;
2. In addition, the organization: contributes 3% to retirement & \$7,000 payroll tax;
3. Provides annually-budgeted operational support for on-going activities that renew the organization and enhances visibility and communication;
4. \$1000 for newsletter editing;
5. \$5,230 for contract office support; and
6. \$15,000 for bookkeeping support.

(Note: The Executive Director will have the freedom/flexibility to use the projected funds in a manner that facilitates the work and can contract with others to do so, and may adjust the suggested amount as necessary to get the work done, but could not exceed the overall stated/budgeted amount.) The executive director can work from their locale. There is no expectation for moving or being located to a specific location.

### **Position Description:**

The National Network for Educational Renewal (NNER) is seeking a person with skills to promote social justice, equity, diversity, and to advance democratic principles and policies at local and national levels. This person should be facile in development and implementation of creative strategies for promoting and communicating the vision and reputation of the NNER through the web, other media, publications, and other promotional strategies and events. We are

seeking an innovative and visionary leader and strategic thinker who can take a broad view of the NNER and strategically achieve the mission of the Network. The Network seeks an individual with ability to be creative, take appropriate risks, and is open to the ideas of others in order to move the Agenda forward in creative and meaningful ways.

The Executive Director is hired by the Executive Board with approval from the Governing Council. The Executive Director shall have the responsibility of handling NNER's business affairs, serve as a chief financial officer, maintain policies and resolutions of the Executive Board, and support the work determined by the Governing Council related to the efforts of the organization. The Executive Director will attend all meetings of the Executive Board and the Governing Council in an "ex-officio" and non-voting role. The Executive Director will maintain reports on the progress of NNER and provide support to the Council members and other NNER members.

Adopted Sept. 2007

### **Specific Roles/Responsibilities**

As an independent 501(c) 3 not-for-profit the NNER executive director is responsible for:

- Provide leadership in ways that help provide a shared vision by promoting and communicating the vision and reputation of the NNER to impact future public schooling and higher education.
- Possess knowledge, skills and experience with various technologies and social media to promote NNER efforts and ability to maintain the NNER Website to enhance communication to all NNER sites utilizing modern technologies for networking. Work with the University of New Mexico (Student Success Center) on the NNER website to ensure current, accurate, and implementation of new communication media being developed to meet the needs of the Network.
- Provide financial management for the organization by overseeing financial activities conducted by a certified business bookkeeper, such as:
  - Federal and state tax filings
  - Managing payroll
  - Conducting budget updates
  - Ongoing reconciliation of the NNER books
  - Processing reimbursements and payments to NNER members and contractors
  - Office management and audit work with auditors as requested by the Executive Board
- Locate, hire, and work with contracted experts for NNER's ongoing communication and operational needs. The contracted consultants include: Bookkeeper, Web master, & Newsletter editor.
- Provide leadership with implementation of the strategic plan, reporting and other publications.

- Organize and plan the logistics (includes working with hotels/venues for events and meetings) for Governing Council, Executive Board meetings, and the Summer Symposia.
- Provide support and work collaboratively with the setting(s) hosting the NNER Annual Conference.
- Ensure that meetings, elections, and other processes are conducted within the requirements of the NNER By-Laws.
- Promote collaborative grant writing and other opportunities for NNER settings to advance the work.

### **Qualifications**

1. Experience with shared leadership and a participatory leadership style that fosters respect and collegiality.
2. Master's degree or doctorate degree in education or related field
3. Excellent communication and administrative skills.
4. Strong interpersonal skills and commitment to the NNER's mission of social justice and diversity.
5. Evidence of leadership in the NNER at the local or national level.
6. Ability to develop and sustain effective relationships with setting leaders, Arts & Science & Education faculty and partners throughout the Network.
7. Ability to collect, analyze, and report data gathered from settings for strategic purposes and planning.
8. Affiliation with NNER work, such as – research/ publications, school/university partnership work, or other collaborative efforts with schools and community.

### **Application Directions/Expectations:**

Submit application materials to Dr. John Smith (Smith j@ uta.edu) to include:

1. Letter of interest that includes qualifications, your vision and role for NNER and its future, and why you are interested in the position.
2. Contact information for 3 references – Name, address, email, and telephone number
3. Curriculum Vita

Review of applications will begin by February 1, 2017. Applications will be reviewed and the candidate will be recommended to the NNER Governing Council at the March 4, 2017 AACTE annual conference. The new executive director will begin work in March 2017 or as negotiated but no later than May/June 2017, in order to “shadow” the two Co-Executive Directors during the summer months.