



Communities in Schools of Durham (CISD) Executive Director Search

The organization

Founded in 1992, Communities In Schools (CIS) of Durham is an independent nonprofit with a proven history of meeting its mission to “surround students with a community of support, empowering them to stay in school and achieve in life.” Although it is governed by its own Board of Directors, CIS of Durham is one of 17 affiliates in the Communities In Schools of North Carolina network and the larger national network of CIS programs.

In collaboration with Durham Public Schools and other aligned partners, CIS of Durham works to support students **in** schools every day. Annually, their talented team case manages 300 students through the [Graduation & Success Coach Program](#); provides training and support to 60 parents/caregivers and hundreds of teachers through their [Incredible Years](#) programs; and delivers more than 5,000 hours of enrichment-based after-school and [summer](#) programming.

CIS of Durham is governed by a 12-member Board of Directors (including the Executive Director), and its members bring a range of expertise, connections and an entrepreneurial perspective from various fields. The executive director supervises a staff of ten with four direct reports. In addition, the organization utilizes more than 30 contract, seasonal and part-time staff as well as a host of interns and volunteers to augment the work of staff.

Role of the executive director

The Executive Director (ED) serves as chief executive of CIS of Durham and, in partnership with the Board, is responsible for the success of the organization. Together, the Board and ED assure CISD’s relevance, the accomplishment of the mission and vision, and the accountability of the organization to its diverse constituents, partners and funders.

The next ED has the opportunity to lead an organization that operates effective programs, has worked hard to build strong relationships with the Durham Public Schools and enjoys a very good reputation in the community. The ED must be able to work with and advocate for students and their families within the Durham Public Schools, the Durham community and at times the state and beyond, which in today's economic environment is a challenge. It is helpful to understand Durham - its politics, movers and shakers; its entrepreneurial and quirky spirit and its challenges.

A key challenge for the new ED is resource development, mainly in the form of grant writing. CISD needs to diversify and expand its funding base in the immediate future. The ED will need to work with the Board and the Director of Development to create a plan for diversifying and expanding its funding sources. Government and foundation grants will continue to play a major role, but the next leader must also be an effective fundraiser with individuals and corporations.

The ideal candidate will be an effective and thoughtful leader, strong on vision as well as implementation. Such a candidate will understand the power of relationship building, have a deep understanding and respect for students struggling to succeed in school and in life, the ability to absorb research and its applications for practice and

believes in the impact of a caring community on the future of its children. This is a great opportunity to lead a well-regarded organization to its next era of increasing graduation rates and decreasing dropouts in the Durham Public Schools.

Qualifications

Academic training and experience

- Bachelor's Degree required, graduate degree preferred
- 5+ years of progressive work experience
- Previous experience in an executive or senior leadership role serving in a medium size, complex organization reporting to a board of directors
- Track record of effectively leading and scaling a performance and outcomes-based organization and staff

Commitment to CISD mission

- Passionate about the needs of children and their families and helping to create communities that support all children to reach their potential.
- Vision and an unwavering commitment to quality programs and data-driven program evaluation.
- Understanding of the issues and research surrounding dropout prevention, evidence-based programs and implementation science.

Management, planning and marketing skills

- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, Ability to set and achieve strategic objectives, while managing to a budget.
- Past success working with a Board of Directors with the ability to cultivate existing board member 'relationships and developing new relationships.
- Exceptional planning skills with a results and action-oriented record of achievement. Able to set goals, meet deadlines and evaluate results.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Excellent resource development and grant-writing skills.

Communication, relationship, and team building skills

- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Unquestioned integrity; strong relationship builder/networker and politically savvy with the ability to build effective partnerships and collaborations with school, business and community leaders, policy makers, partner agencies and donors.
- Effective team-builder who welcomes, recognizes, and appreciates others' suggestions, points of view and contributions. Belief that that professionalism, autonomy and creativity can thrive in a collaborative culture.
- Setter of clear goals and expectations with experience making difficult decisions when necessary

Other desirable characteristics.

- Knowledge of Durham, state and national educational policies and the CIS model.
- Energy, creativity and a sense of humor.

APPLICATION PROCEDURE: Please submit resume and cover letter detailing how your qualifications align with our needs and submit the following items to Helen Ladd, CISD Board Chair via email to EDsearch@cisdurham.org .

Review of applicants will begin immediately and will continue until the position is filled.

Compensation and Benefits

CISD offers a competitive and comprehensive benefits package.

- 100% Medical, Voluntary Vision and Voluntary Dental insurance coverage (BC/BS)
- Simple IRA enrollment (3% match after one year of employment)
- 12 paid holidays
- 24 days of PTO per year (accrued)

Salary range is \$45,000 - \$60,000 and will be commensurate with qualifications and experience.

CISD is an equal opportunity employer and strives for diversity among its applicant pool as well as within its staff and board of directors.

CISD offers equal opportunity to and prohibits the discrimination against or harassment of anyone based on race, color, creed, religion, national origin, political affiliation, sex, gender, gender identity or expression, sexual orientation, age, disability, handicapping condition, or other reasons prohibited by law. This nondiscrimination and opportunity policy extends to employment, membership, board service and leadership, volunteerism, and participation in any of the organizations programs or services.