New Mexico Coalition for Charter Schools

Job Title:	Executive Director/CEO	Job Category:	Executive
Department/Group:	NMCCS Staff	Job Code/ Req#:	2011-001
Location:	Albuquerque, NM	Travel Required:	Yes
Level/Salary Range:	Highly Competitive	Position Type:	Full-time
Contact:	Carlos Rey Romero, Search Committee Chair	Date posted:	December 20, 2011
Posting URL:	www.nmccs.org	Best Consideration Date:	January 31, 2012

Applications Accepted By:

Please send the following email address **ceosearch@nmccs.org**, with a Subject line that reads**: Job Opening: Executive Director/CEO**

- Cover letter answering the following questions:
  - What is it about our mission that resonates with your experience and/or interests?
  - What makes you an exceptional candidate for this position in particular?
  - Where did you learn about this opportunity?
- Resume
- List of three (3) References (will only contact after notifying you)

Job Description

Overview of Responsibilities:

The Executive Director/CEO has responsibility for the overall management of the NMCCS; and to be the primary representative of NMCCS and its advocacy-related and member-relations goals statewide. This position currently manages two direct employees who have primary responsibility for the financial/business operations and office operations, respectively.

Essential Duties:

- Foster strong relationships with the New Mexico charter school community, which includes approximately 90 charter schools across the state
- Manage and oversee employees
- Direct and oversee advocacy work in New Mexico to spur charter school growth and success statewide, including work with New Mexico Public Education Department, New Mexico Legislature and state associations
- Develop, direct and oversee a plan for broad-scale community engagement and build partnerships with key community organizations in New Mexico
- Build and manage relationships with key elected and appointed officials and other important community stakeholders for the purpose of forwarding NMCCS priorities

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- Develop, implement and oversee key charter school policy matters in New Mexico, including, but not limited to, public school funding and facilities issues, charter school-specific law and policy, issues impacting special populations (e.g. low-income, special education, ethnic communities, etc.)
- Organize and mobilize the charter community toward common policy outcomes

Skills/Qualifications:

- Significant leadership in public education and/or policy-making boards.
- Strong knowledge of New Mexico school finance, laws and regulations.
- Experience leading legislative advocacy.
- At least 5 years of classroom experience in a public school.
- Effective public speaking, oral and written communication.
- Self-starter and consensus-builder

Preferred Capabilities/Qualifications

- Experience managing others
- Demonstrated success in a results-driven environment
- Experience working with New Mexico public schools or charter schools
- Experience in political and/or grassroots organizing environments
- Experience working with a diverse population representative of the state of New Mexico
- Ability to spend concentrated work time in Santa Fe during the state legislative session, and ability to travel throughout the entire state for legislative hearings
- Multi-lingual
- Advanced level of higher education

Capabilities

The successful candidate for this position should be able to demonstrate the following attributes:

- Experience in or strong familiarity with public education and a sympathy toward the centrality of the role of charter schools as a means for enhanced educational options for students and a lever for broader education reform
- Experience managing multiple, simultaneous work efforts and a strong ability to plan strategically and marshal resources toward the implementation of that plan
- Ability to take initiative and high levels of ownership for outcomes, and exercise sound judgment in day-to-day decision-making
- Experience and demonstrated success managing a highly functioning team
- Understand and appreciate the use of outcomes-based data and information to help drive performance
- Ability to develop creative solutions to complex problems
- Working understanding and aptitude for the New Mexico political and policy environment
- Membership-driven service orientation
- Experience working in a highly collaborative team environment

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