Job Title: Executive Director

Location: Cal Poly Humboldt, Arcata, CA

Position: Full Time, 12-months/year, Exempt

Wage: $120,000-$124,800/year dependent on the qualifications of the candidate.

Project Name: K-16 Redwood Initiative

This is a full-time, 12-month appointment. Continuation of this position is contingent upon satisfactory performance and project funding. Position will be eligible to participate in medical, dental, vision, life and retirement benefits. This is not a state or federal position.

Reporting to the grant leadership team, the Executive Director will be responsible for development, supervision and implementation of the K-16 Education Collaborative program. There will also be administrative and supervisory duties as well as an expectation of regular overnight travel.

Essential functions of the job: The incumbent will be responsible for the following operations. Typical duties include, but are not limited to:

- Responsible for daily operations, organization, and implementation of the K-16 Collaborative.
- Provide leadership in working with administrators and faculty to develop and assess the key milestones for implementation of the K-16 Collaborative action Plan.
- Provides leadership to and manages the efforts of staff to ensure appropriate progress against programmatic goals.
- Responsible for coordinating the research and evaluation partner to determine progress against goals.
- Develops and implements budget oversight, accounting policies, procedures, and operational reporting/metrics.
- Oversees and reports results to the Redwood Coastal K-16 Collaborative Steering Committee, fiscal sponsor and appropriate government agencies.
- Identifies and implements staffing requirements for efficient operations, maintaining a strong culture and work climate that attracts and retains staff to achieve the goals of the Collaborative.
- Represents the Collaborative externally, increases awareness of the project and serves as spokesperson as necessary.
- Develops and oversees strategic partnerships in order to meet the Collaborative’s stated goals and increase community awareness and participation.
- Works collaboratively with Sonoma State’s Co-Director in the management of the Redwood Coast Collaborative.
- Performing other duties as assigned.

SUPERVISORY RESPONSIBILITIES
The incumbent will be asked to carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training
employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Minimum Qualifications:**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Master’s degree or Ph.D. in any field but preferred Education, Education Policy, or closely related field or MBA.
- Minimum of five (5) years in a leadership position in education at either the K-12 or post-secondary level.
- Proven ability to provide leadership and turn an organizational vision into tangible plans for implementation.
- Experience working on K-16 issues.
- Pre-existing relationships with regional stakeholders.
- Experience implementing large scale education programs with regional and state stakeholders.
- Ability to oversee the management of fiscal resources within budget parameters and the creation of timely and accurate financial reports.
- Demonstrated experience in community outreach and relationship building.
- Ability to work with and communicate effectively with diverse constituencies including the local Steering Committee, community based-organizations, external partners and stakeholders.
- Ability to supervise, manage, and motivate staff.
- Ability to work collaboratively with various constituents to find viable solutions.
- Ability to organize, prioritize, and manage multiple priorities and functions.
- Good written and verbal communication, including demonstrated public speaking and presentation skills.

**GENERAL SKILLS**
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and government regulations. Ability to craft documents that conform to the prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors. Ability to compute rate, ratio, and percent and proficient at statistics. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several abstract and concrete variables in standardized situations. Ability to use spreadsheets, do word processing and make presentations. Ability to drive. Must possess a valid driver’s license, reliable vehicle, and valid insurance as travel will be a requirement of the position.

**Application Instructions:** Qualified applicants should submit the following via email to Kate.Shea@humboldt.edu

1. Cover Letter
2. Résumé/CV
3. Three professional reference contacts (phone and email)
4. SPF Self-Identification Form for Job Applicants

If you have any questions regarding this position contact Kate Shea, Assistant to the Executive Director of Initiatives at Kate.Shea@humboldt.edu

**Application review date:** August 31, 2022 by 5:00pm; position open until filled.
Cal Poly Humboldt Sponsored Programs Foundation is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other legally protected status. More information about Cal Poly Humboldt SPF’s Equal Employment Opportunity hiring can be found here.

For assistance with the application process, please submit an Accommodation Request Form, which can be found here or contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625. For more information regarding accommodation, you may also visit the Cal Poly Humboldt Human Resources website at https://hraps.humboldt.edu/reasonable-accommodation. Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within Cal Poly Humboldt SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Humboldt SPF employees who apply for this position.