

# **NCSF Executive Director Job Posting**

The mission of the National Council on School Facilities is to support states in their varied roles and responsibilities and to advocate for support mechanisms and processes that equitably deliver safe, healthy, and educationally appropriate public school facilities that are sustainable and fiscally sound.

The vision of the National Council on School Facilities is a United States of America in which all public K–12 students and communities have access to high-quality school facilities that support student learning, effective teaching, and efficient operations and administration.

## **DESCRIPTION OF JOB**

### **Position Summary**

The National Council on School Facilities (NCSF), a non-profit association of state PK-12 public facilities school officials, intends to hire an individual for the position of Executive Director. Under the general supervision of the Board of Directors, the Executive Director will perform operations relative to the goals and objectives of the NCSF, including but not limited to organizing member activities, maintaining and securing partnerships, and advocating for school facilities at the federal level. The NCSF anticipates this will be a part-time, hourly, contract position with the opportunity to increase hours as programs and revenues allow.

### **Major Duties and Responsibilities**

#### Knowledge Building:

- Identify key areas needing research on K–12 public education facilities.
- Create pathways to disseminate information, research, resources, tools, and technical support.
- Maintain and expand the NCSF website to enhance the national presence of the NCSF and its state members.

#### Technical Assistance:

- Work with the NCSF Board to establish webinars, and training sessions for the NCSF members to enhance their knowledge in maintenance, operations, and upkeep of their school facilities.
- Organize and execute one annual meeting of all NCSF members and sponsors (typically held in Washington DC).

#### Advocacy, Media, and Communications:

- Understand the national legislative climate. Meet regularly with congressional offices and partners regarding school facilities issues pertinent to the organization's overall goals and objectives.
- Develop strategic partnerships with organizations representing public and private interests and authorities affecting K–12 public school facilities.

- Work with partners to organize annual visit to Washington DC for the purpose of meeting with other non-profit school facilities interest groups and members of Congress that will enhance the vision and mission of the NCSF and its members (typically in concert with annual meeting).

#### Governance, Planning, and Administration:

- Perform administrative and internal operations duties to continue to be self-sustainable.
- Continually look at potential opportunities for increased revenue and fiscal sustainability that does not compromise the integrity of the NCSF's public-sector members.
- Build and retain state membership.
- Work with the NCSF board to determine and recruit the appropriate number of sponsors that will maintain the autonomy and integrity of the NCSF's mission, as well as provide the ability to keep the NCSF fiscally sound.

#### MINIMUM EDUCATION AND EXPERIENCE

- Demonstrated experience in organizational development, administration, and leadership.
- Demonstrated experience in process improvement and driving efficiency.
- Ability to lead with critical thinking skills, data-driven decision-making, driving use of analytics, relevant reporting mechanisms, and proper communication.
- Proven success in public speaking to both internal and external audiences.
- An ability to build long-term, trusting relationships with external partners and with internal colleagues.
- Demonstrated outreach and technical support experiences with schools, districts, or state education agencies.
- Advanced experience in consulting and working with senior leaders in the design, development, and execution of human resources strategies and initiatives, including organization design, change management, management, capacity building, strategic planning, talent management, succession planning, recruitment and retention, employee relations, inclusion & diversity, and employee engagement.
- Exhibits strong interpersonal and organizational skills, great attention to detail, as well as excellent listening, verbal, and written communication skills.
- Any combination of education and experience indicating both strong leadership and facilities management skills and capabilities.
  - Minimum of 5 years of experience working in education, facilities management, or government relations preferred.
  - Minimum of 5 years of experience in leadership and supervision preferred.

#### SALARY

The NCSF anticipates this will be a part-time, hourly, contract position with the opportunity to increase hours as programs and revenues allow. The position is an "IRS 1099" contracted consultant, approximately 20 hours per week @ \$75/hour.

**Send your resume and letter of interest to Michael Pickens at [Michael.E.Pickens@outlook.com](mailto:Michael.E.Pickens@outlook.com).**