



FUND FOR  
EDUCATIONAL  
EXCELLENCE

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## Position Announcement Chief Executive Officer

The Fund for Educational Excellence (Fund), a Baltimore-based education reform organization, is seeking a dynamic, experienced professional to serve as its Chief Executive Officer.

**Interested individuals should review the attached job description and forward a cover letter and resume by April 5th to:**

Search Committee  
c/o Kathleen Wiess  
Finance and Human Resources Manager  
Fund for Educational Excellence  
800 North Charles St., Suite 400  
Baltimore, MD 21201  
[kathleenw@ffee.org](mailto:kathleenw@ffee.org)

### About the Fund for Educational Excellence

Founded in 1984 as a partnership of businesses, parents, educators, and community leaders, the Fund for Educational Excellence is a 501(c)(3) organization whose mission is *to attract critical resources – human, financial, and knowledge – and support their effective implementation to achieve educational excellence for all students in the City Schools*. For over 25 years, the Fund has enjoyed a successful partnership with the Baltimore City Public Schools. Its efforts play an important role in the continuing improvement of Baltimore's public schools from providing high impact professional development to supporting key district strategies such as college and career readiness, community engagement and new school creation.

Today, Baltimore's attendance and graduation rates are the highest in ten years. Enrollment rates are the highest in 15 years, drop out rates are the lowest since Maryland began reporting, and test scores in elementary and middle grades are up significantly. As Baltimore's only local education fund and one of its most trusted and experienced education intermediaries, the Fund contributes to this success by focusing on three high impact areas: fostering sustainable reform; developing human capital; and engaging community to be part of the solution.

To learn more, please visit the Fund's website at [www.ffee.org](http://www.ffee.org).



## Chief Executive Officer

### Basic Function:

The Chief Executive Officer (CEO) has primary responsibility for all aspects of the Fund's operations, including its education reform initiatives, external community relations, fundraising and development, budget and general management. The CEO is accountable for updating the strategic plan of the organization and ensuring its successful implementation. The CEO also serves as the Fund's President.

### Reporting Relationship:

The CEO reports directly to the Board of Directors, working closely with its Chair and Executive Committee.

### Major Responsibilities:

- Provide leadership to ensure that the Fund, through its staff and board, develops realistic goals with defined outcomes, and that tactical plans are put into place to achieve these goals.
- Oversee all aspects of Fund's programming, including planning, design, implementation, expansion, evaluation and overall program quality.
- Execute an aggressive fundraising campaign in order to finance both the short and long term objectives of the organization.
- Build and support a strong Board of Directors charged with providing governance, actively supporting fundraising goals, and increasing visibility and brand awareness.
- Responsible for prudent, sound and timely financial management of the organization. Support the development of organizational budgets, financial statements and forecasts.
- Develop, cultivate and manage relationships with the Baltimore City Public Schools, community leaders, community organizations, media and other key stakeholders to develop a strong community presence, foster strategic partnerships and ensure growth and sustainability of the organization.
- Effectively manage the human resources of the organization by establishing clear organizational values and effective performance evaluation systems.
- Ensure a wide array of professional development opportunities for each team member that promotes growth and achievement of individual and organizational goals.

### Preferred Skills and Abilities:

- 8-10 years of progressive management experience in public and/or nonprofit sectors.
- Experience with urban schools and/or school districts and in-depth knowledge of best practices and current policies around education reform.
- Analysis, critical thinking, strategic planning and problem-solving experience often with limited information and changing circumstances.
- Demonstrated record of attracting, developing, motivating, and retaining high quality personnel.
- Ability to build effective peer to peer relationships with and enlist support from both internal and external constituents with sometimes-conflicting goals.
- Excellent oral and written communication skills and experience communicating with a range of audiences.
- Demonstrated commitment to increasing life options for all young people through urban education.
- Graduate degree.