



**Position:** EEI Regional Executive Director (ED), St. Louis

**Reports To:** President/Chief Executive Officer

**Company Overview:** Educational Enterprises, Inc. (EEI) is a nonprofit organization relentlessly focused on ensuring a world-class education is accessible and affordable for all children to inspire, equip, and support the serving leaders of the future. EEI is divided into two primary divisions - Schools and Compass Education Partners. EEI Schools currently manages two networks, HOPE Christian Schools in Milwaukee and EAGLE College Prep Schools in Phoenix. EEI Compass Education Partners is a Christian organization which develops and manages multi-purpose educational facilities (Compass Centers) and arranges programs to compliment K-12 education such as day care, pre-school (Grace Adventures), and health and fitness activities to provide intellectual, emotional, physical, and spiritual training on one campus.

**Position Overview:** EEI has made a commitment to open a network of charter schools in St. Louis. The first employee will be the Executive Director (ED) who will spearhead the campaign to open the first school for the 2013-14 school year while preparing to develop a full regional network of 6 – 10 schools in time. As the leader of the EEI Regional Team, the ED has the final responsibility for all academic and operational performance of the region. This includes overseeing the ongoing operations and priorities of the EAGLE St. Louis Schools, supervising the principals of the schools, representing the EEI St. Louis Region, overseeing the work of the Compass programs and facilities divisions in the region and directing the growth of the region. Additionally, the ED will participate on special projects and plans related to the advancement of EEI's national mission.

#### **Key Responsibilities:**

- Drives start-up of the new St. Louis region
  - Takes charge of the search for space to launch the first school.
  - Identifies and hires new staff including the principal for the first EAGLE school in St. Louis.
  - Takes charge of the recruitment and development of the Regional Board of Directors and each school's Governing Board.
  - Leads the effort to initiate and foster relationships with all local key stakeholders.
  - Manages the start-up budget and contributes to the creation of a multi-year budget model.
- Equips, supports, and leads all EEI operations in the region
  - Leads all aspects of the development of the region.
  - Recruits, mentors, evaluates, and directs team members (including board members) in the region to achieve all key metrics recorded in their annually adopted purposeful plans.
  - Manages direct reports include principals in the region and all regional staff.
- Develops and oversees all EEI operations in the region including schools, facilities, and Compass programs ensuring alignment with EEI systems, policies, and metrics as well as local purposeful plans and requirements to meet growth goals in quality and quantity on an annual basis
  - Ensures a world-class educational model is developed and delivered for every student (curriculum and instructional strategies, school culture, student performance, character development).
  - Is a catalyst for efficient, accurate, and transparent business models (accounting, financing, purchasing, facilities management, technology, reporting, compliance, student recruitment, food and transportation services, safety).
  - Oversees all aspects of the human talent development model (recruiting, orientation, staff development and leadership training, evaluations, compensation, retention, staffing plans).
  - Drives and coordinates all aspects of school start-up within the region (facility planning, financing, staffing, marketing, charter/voucher application process, development/philanthropic support).
  - Leads all fundraising efforts in the region to meet annual targets.
  - Ensures consistent regional schedules, including school calendars, regional training, and school compliance.
  - Establishes, codifies and enforces regional policies and procedures.
- Publicly represents the region
  - Represents the organization to financial partners, foundations, auditors and public officials.
  - Maintains and expands internal and external relationships.
  - Leads a systematic internal communications plan.
  - Acts as the region's public representative in both media relations and advocacy.
  - Leads region-wide celebrations and events.
  - Serves as a member of the EEI national team, maintaining alignment with the organization, exchanging critical information, coordinating the region's planning and implementation aligns with national, and serving on the national team in roles appropriate to the individual's key talent and experience.

**Key Experiences:**

- Provided leadership to a start-up of a complex organization
- Provided leadership to a strategic expansion of a of a rapidly changing organization
- Recruited, supervised, mentored and evaluated a team of professionals including the development of leaders
- Oversaw or directed an educational or non-profit cause or organization
- Overcame significant personal or professional obstacles, impediments or challenges

**Key Characteristics:**

- Mission-Driven
  - Relentlessly focused on driving the growth (quality and quantity) of the EAGLE St. Louis region of schools and Compass programs
  - Driven by a passion for U.S. education reform
  - Embraces the core values of the organization
- Personal Characteristics
  - Serving Leader able to continually raise the bar, confront the brutal facts, and inspire, equip, and support the team to achieve beyond their own expectations
  - Strategic thinker and initiator who enjoys tackling challenges and overcoming obstacles
  - Personable and professional with a strong ability to develop relationships and a sense of “team and family”
- Professional Competencies
  - Able to simultaneously lead complicated and intense projects
  - Strong communication skills
  - Possesses notable problem-solving skills
  - Capable of delegating well and effectively monitoring the progress of team members
- Educational Background
  - Bachelor’s degree with an emphasis in business and/or education
  - MBA or comparable graduate degree desired

**Application Process:** EEI has assembled a search committee to lead the charge in filling this executive position. To be considered, applicants should submit a cover letter, résumé, and answer to the key question written below to [info@educationaleenterprises.org](mailto:info@educationaleenterprises.org). Application deadline is December 31, 2011. Following initial review, members of the search committee will contact the candidate regarding next steps.

**Regional Executive Director Key Question:** List the top three most important qualities of the Executive Director who is responsible to start-up and develop a network of high performing charter schools. Then, describe how you have demonstrated these qualities in past positions you have held.

**Anticipated Start Date:** February 2012

**Salary and Benefits:** Compensation based on experience and discussed with finalists

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