



Manhattan Charter Schools

Executive Director

New York, NY



About Manhattan Charter Schools

Manhattan Charter Schools (MCS) operates two schools on New York City's Lower East Side, each committed to providing its students with the tools and support necessary for success. Our two small public elementary schools educate children in kindergarten through fifth grade. We believe in the importance of an intimate school culture and learning environment, so there are never more than 25 students in an MCS class.

MCS provides students a rigorous curriculum of core subjects to help ensure high levels of academic achievement. We are committed to offering a well-rounded education designed to help students develop critical thinking and problem solving skills. All students receive music instruction each and every day. Other enrichment programs include French, art, physical education, and technology, beginning in Kindergarten.

MCS students are from a variety of backgrounds. The majority live in the neighborhood and qualify for free or reduced price lunch. Our schools pride themselves on delivering challenging, standards-driven instruction and fostering a culture of high expectations. Through its work, MCS is demonstrating that all children, regardless of race or economic status, can succeed when given equal access to quality education.

The Executive Director Role

Manhattan Charter Schools' Executive Director will lead, inspire, and grow the schools while maintaining the culture and spirit, the quality of the programs, and the excellent rate of success. This person will lead the charge in growing MCS's student enrollment and deepening its commitment to diversity, equity, and inclusion.

Reporting to, working closely with, and helping to guide the Board of Directors, the Executive Director will have ultimate responsibility for animating and implementing the Schools' vision and mission. The Executive Director will oversee all aspects of the schools, including supervision of the Schools' strong senior leadership teams, oversight of finances and operations, advancement of resource development, community engagement, and student retention and enrollment.

The Executive Director will serve as the Schools' representative to the wider community and its various constituencies as part of the ongoing effort to market the Schools to new community members and exceptional educators, and as an advocate with the New York City Department of Education (NYCDOE), New York State Education Department (NYSED), State University of New York Charter Schools Institute (SUNY-CSI), elected officials, and local and national donors.

This position requires a results-oriented organizational leader who engenders confidence from the community, inspires their team to work towards a common goal, and approaches the work with passion, integrity, and conviction.

Responsibilities

Leadership and Strategic Planning

- Provide strategic vision and leadership for the Schools in service of the mission and lead the organization into the next phase of development, growth and impact – particularly with respect to student enrollment.
- Serve as both the internal and external leader of the Schools.
- Collaborate with the board, senior leadership, and key stakeholders to provide and implement ambitious, mission-aligned, multi-year, multi-tiered strategic, organizational, and financial plans.
- Cultivate a strong and transparent working relationship with the board.
- Serve as a guide, and promote board engagement in strategic planning, resource development, and overall organizational wellness.
- Keep the board informed of all matters relating to the school, bolstering its ability to make informed decisions at the macro level.

Institutional Advancement and External Relations

- Serve as an ambassador for the Schools at all times, raising the profile to enroll students, attract quality teachers, additional community members, and donors.
- Grow new and maintain existing partnerships with businesses, community organizations, and government agencies.
- Lead and cultivate fundraising efforts; develop new funding sources, and reestablish relationships with past local, national, institutional, and individual funders.

Management and Operations

- Provide inspirational leadership, direction, and supervision to the senior leadership team; establish clear lines of communication and reporting, ensuring the continued development and management of a professional and efficient organization.
- Serve as a thought partner to the principals to ensure that the Schools is on target to exceed charter-prescribed academic performance and progress goals.
- Ensure the Schools' compliance with all applicable statutory, regulatory and charter requirements; work with outside counsel to address any legal needs that may arise.
- Oversee "central office" operations, including budgeting, accounting, financial planning and management, real estate acquisition and development, charter, statutory and compliance.

- Oversee the overall human capital strategy and HR protocols, including compensation, benefits, and bonus policies and guidelines, and establish career paths within the organization.

Qualifications

- Bachelor's or Master's degree in Education, Business Administration, or a related field (or equivalent experience)
- Proven track record of successful leadership in education administration.
- Experience in managing a large and complex organization, including budget, personnel, and operations.
- Knowledge of charter school laws, regulations, and best practices.
- Strong communication and interpersonal skills, with the ability to engage with diverse stakeholders, including board members, staff, students, and parents.
- Strategic thinker with a proven ability to set and achieve goals.
- Ability to work collaboratively with school staff, teachers, and the community.
- Strong commitment to the mission and values of charter schools.
- Ability to build and maintain positive relationships with government agencies, funders, and community organizations.
- Strong problem-solving and decision-making skills, with the ability to navigate complex challenges.

Compensation

The salary for this position is \$180,000–\$200,000. MCS offers a competitive compensation package including medical, dental, and vision insurance, bonuses based on school-wide goals and individual student performance and growth, and a 403B retirement plan with 4% match. In addition to extensive professional development, our teachers are generously equipped with all necessary instructional supplies and technology.

This position description is based upon material provided by Manhattan Charter Schools, an equal opportunity employer.

To apply to this position, please click [HERE](#).

Omar Lopez, Senior Talent Consultant
Emmanuel Fortune, Senior Talent Consultant
Sterling Nelson, Talent Consultant

