



Chief Executive Officer

Institute for Curriculum Services (ICS)

Remote

Salary: \$225,000 - \$250,000

About ICS

Founded in 2005, the Institute for Curriculum Services (ICS) is dedicated to improving the accuracy of K-12 instruction and instructional materials on Jews, Judaism, and Jewish history in the United States. ICS does this by addressing historical inaccuracies about Judaism and Jewish history in public school textbooks, developing standards-aligned curricula, and providing professional development to teachers around the country. ICS is valued for the quality of its work, clarity of focus, objectivity and fact-based approach, and strong team of smart and deeply committed individuals.

ICS has experienced tremendous growth since its founding. Today, ICS is a highly respected \$2.8 million national initiative with a team of 11. ICS works in all 50 states, has trained over 18,000 educators and administrators, and has achieved over 14,000 edits to textbooks and state standards. Local and national Jewish organizations look to ICS as a leader in K-12 education and consult with ICS on ethnic studies and navigating the culture wars in education.

To learn more about ICS, please [click here](#).

Current Context & Opportunity

Since its establishment, ICS has operated under the 501c3 status of the San Francisco-based Jewish Community Relations Council (JCRC). In 2022, ICS launched a 3-year strategic planning process, as an opportunity to solidify its foundation for growth. As the process unfolded, strong consensus emerged from the JCRC Board and staff, ICS staff, and funders that ICS should become an independent organization. In June 2023, the JCRC Board formally approved a motion for ICS to initiate the process of becoming an independent non-profit organization. The leadership viewed this transition as an opportunity to accelerate ICS's growth at a pivotal moment in the organization's history and at a critical time of rising antisemitism in American society, including in K-12 schools and classrooms. This reality underscores the urgency of ICS's work to ensure accurate and nuanced education on Jews, Jewish identity, Judaism, and Jewish history and experience. The transition process is well underway, and ICS is set to become independent on July 1, 2024.

To that end, ICS seeks a passionate, collaborative, and inspiring inaugural Chief Executive Officer to lead the organization into its next phase of growth. Working in partnership with the board leadership and staff, the CEO will guide ICS in establishing itself as a strong, sustainable, and independent national non-profit organization.

The leadership of ICS is looking for an experienced and entrepreneurial leader with a deep understanding of and passion for ICS's mission and the constituencies it serves. The successful candidate will have demonstrated experience and success in leading organizational growth, fundraising, staff management, marketing/branding, and compelling thought leadership. The CEO will work with the board, senior staff, and other key stakeholders to implement the strategic plan and raise national awareness around ICS's work. The CEO must have a broad understanding of K-12 education and be able to build and maintain strong, trusting, and authentic relationships with a wide range of partners.

ROLE PRIORITIES

- **Strategic Leadership:** Set and execute the strategy and vision to scale ICS as an independent non-profit organization.
- **Board Development & Governance:** Develop a strong, national governing board that reflects the mission of ICS and the communities it serves. Implement protocols including by-laws, committee structures, and governance frameworks to ensure optimal organizational oversight and decision-making processes.
- **Fundraising & Donor Engagement:** Secure sufficient funds to support ICS's growth. The strategic plan identifies a goal of raising nearly \$10 million over the next three years. As such, the CEO will be expected to grow ICS's fundraising program and build upon existing donor relationships and develop additional major donor relationships with foundations and individuals that will lead the organization to scale its impact.
- **External Relations:** Cultivate and develop relationships with the diverse communities and stakeholders served by ICS. The strategic plan notes an evolving external landscape, marked by a concerning surge in antisemitism and heightened political polarization. The CEO will be expected to serve as a thoughtful, visible spokesperson of the organization who can navigate a fast-changing external environment and effectively address the resulting challenges faced by ICS.
- **Management & Culture:** Lead, manage, and mentor the ICS staff; create a culture that promotes creativity, collaboration, integrity, and a growth mindset.
- **Staff Expansion:** Develop a plan to grow the ICS team, including the hiring of a Director of Development and other staff as needed.
- **Communications Strategy:** Spearhead the development and execution of a robust communications and brand strategy, aligning messaging with ICS's vision and values.



THE IDEAL CANDIDATE

The ideal candidate for the CEO position possesses the following competencies:

Communicates Effectively Develops and delivers multi-mode communications that convey a clear understanding of the unique needs of different audiences.	Drives Vision and Purpose Paints a compelling picture of the vision and strategy that motivates others to action.	Decision Quality Makes good and timely decisions that keep the organization moving forward.
Strategic Mindset Sees ahead to future possibilities and translates them into breakthrough strategies.	Instills Trust Gains the confidence and trust of others through honesty, integrity, and authenticity.	Builds Effective Teams Builds strong teams with a strong identity that applies their diverse skills and perspectives to achieve common goals.

Additional Qualifications

- Proven experience in a senior executive role, preferably (but not necessarily) within public education, academia, K-12 educational publishing, or a related non-profit organization, with a strong track record of strategic planning and organizational development.
- A dynamic and proven leader who can enthusiastically and authentically communicate ICS's mission and vision and motivate others to support and partner with the organization.
- Successful track record of fundraising, including stewarding relationships with board members, individual major donors, and foundations.
- Experience managing, empowering, growing, and retaining high-performing teams.
- Exceptional communication (written and verbal), interpersonal, and relationship-building skills.
- Understanding of public relations and comfort with the role of organizational spokesperson.
- Strong experience in overseeing the fiscal management of an organization.
- A leader with a strong work ethic, humility, and high energy.
- A willingness to travel nationally (approximately 15-30% of the time).

COMPENSATION AND BENEFITS

ICS offers competitive compensation, a comprehensive benefits package, and a supportive workplace culture. The salary range for this position is \$225,000-\$250,000 depending on levels of experience and readiness to perform the responsibilities identified in the job description.

TIMELINE AND NEXT STEPS

If you are interested in this position, please [click here](#). All applicants will receive an email confirming receipt of their application.

We encourage candidates of all backgrounds to apply even if you do not meet all the qualifications outlined above. If you are selected to move forward for an initial screening call, we expect to contact you by May 20th, 2024.

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[Submit an application](#)