



Executive Director

Join our Team! Career Opportunity.

Parent Institute for Quality Education is seeking an experienced, mission-driven applicant with a passion to achieve economic and social equity for all through education for the position of Executive Director in the Bay Area regional office. Reporting to the Vice President of Operations and Impact. The Executive Director will be responsible for Bay Area staff, programs, financial objectives, and goals. The position is an integral part of the organizations overall strategic endeavors and will work with leadership to expand PIQE's mission and support for families.

Essential Duties and Responsibilities: (Other duties may be assigned at the discretion of the Supervisor.)

- Responsible for the expansion of the Bay Area office goals by cultivating and enhancing partnership with current and new stakeholders.
- Oversee and reports on the organization's results to the Vice President of Program and Impact.
- Cultivates and fosters strategic regional relationships in partnership with Vice President of Program and Impact.
- Lead and be responsible for region office program implementation.
- Monitors and analyzes trends, identifying issues and developing and recommending solutions to senior leadership external regions.
- Responsible for the planning, organization, supervision, and evaluation of all activities of the local office. Ensures office is running smoothly.
- Supports the implementation of programs through training and on-site supervision.
- Provides leadership to and manages the efforts of staff working with HR for staffing need to ensure appropriate support and training to all staff.
- Retains a diverse, highly qualified staff by providing coaching, growth, and personal development for workers
- Develops and manages yearly operational plan, policies and goals the further organizational strategic objectives.
- Oversee the quarterly identification and contractual agreement with school partners.
- Ensures that services and funding relationships are robust enough to meet or exceed strategic goals and objectives.
- Monitors program quality assurance and attainment of quarterly and yearly goals to adhere to strategic plan.
- Works with program team on updates and enhancement of PIQE's evidence-based curriculum.
- Strategize, develops, implements, cultivates, and enhance school district level partnerships.
- Works with Development team to establish and enhance donor cultivation and stewardship.
- Works with policy team to integrate advocacy, policy, and marketing efforts and to coordinate parent participation in civil engagement and advocacy education efforts.

Education/Experience:

- Bachelor's degree in an Administration/Management role, or equivalent combination of education and experience.
- A minimum of four years executive level experience.
- Demonstrate ability and experience to establish and engage in maintaining effective working relationships with a wide range of stakeholders.
- Knowledge of local government and school system.
- Ability to multitask and meet multiple project deadlines.

- Strong public speaking ability.
- Strong and effective problem solving and decision-making skills.
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Solid, hands-on budget management skills, including budget preparation, analysis, decision-making, and reporting.
- Experience with fundraising strategies and donor relations.
- Experience in facilitating groups.
- Strong written and oral communication skills.
- Self-starter and ability to work under pressure and meet deadline.
- Computer literacy; knowledge of Microsoft Office, Excel, and PowerPoint, etc.
- Demonstrate ability to oversee and collaborate with staff.

Special Skills:

- Leadership skills
- Bilingual English-Spanish preferred
- Analytic ability
- Knowledge of non-profit business management
- Communication skills

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Fast-paced workplace environment.
- Executive Directors usually work in an office environment, but the mission of the organization may sometimes take them to non- standard workplaces.
- Executive Directors work a standard work week, but additionally will often work evening, weekends, and overtime hours to accommodate activities such as school sessions, meetings and representing the organization at public events
- Extensive and unplanned travel required.

Certificates and Licenses:

- Valid driver's license
- Proof of car insurance

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to sit; use hands; reach with hands and arms, talk, and hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl.

This job description summary in no way states or implies that these are the only activities to be performed by the employee occupying this position. Employees will be required to follow any other related instructions and to perform any other job-related responsibilities requested by their supervisor.

Salary Range

- Full Time Exempt

- \$75,000 – \$85,000 salary range

Application Information

Qualified applicants should submit a resume and a cover letter describing 1) their qualifications and experience and 2) how they learned about the position to:

- Parent Institute for Quality Education – cvhernandez@piqe.org

Deadline to apply: