

NVF Project Name: The National Network of State Teachers of the Year (NNSTOY)

Position: Chief Operating Officer and Vice President

Location: Rosslyn, VA or remote

Status: Full Time, Exempt

Reports to: CEO of NNSTOY

Position Summary

The National Network of State Teachers of the Year (NNSTOY) is committed to advancing student learning through promoting the teacher's voice in policy making and professionalizing teaching.

The Chief Operating Officer and Vice President (COO) will serve in a variety of capacities for this small and growing organization. The COO will partner with the CEO in all aspects of strategy, programming, research, outreach, and operations and help carry out the day-to-day administrative, project management, and staff responsibilities of the organization. The COO will report to the CEO.

The COO will have the following responsibilities:

Leadership

- Work under the direction of the CEO to help shape and implement the organization's vision and strategic plan as approved by the Board.
- Oversee operational aspects of the organization.
- Represent the organization in making presentations, cultivating relationships, and building and maintaining partnerships.
- At the direction of the CEO, work proactively with the Board of Directors and its Committees, and Committees of the organization to enact strategic direction.

Finance and Administration

- Lead creation and maintenance of budgetary documentation and systems.
- Work with the CEO and NNSTOY's fiscal sponsor, New Venture Fund, to construct and oversee the budget.
- Work to expand the organization's financial resources by fundraising, including tapping into networks to find new potential funders, drafting proposals and RFP responses, building and maintaining funder relationships, and identifying and developing fee-based services.
- Organize and structure committees of the membership in order to do the work of the organization.

Project and Association Management

- Manage or oversee the work of specific projects as assigned by the CEO.
- Construct project management designs.
- Work with the CEO to make decisions about which studies and projects to take on.
- Take leadership responsibility for specific studies and projects.

- Serve as staff liaison to the Government Affairs and Membership committees.

Human Resources

- Work with the CEO to determine the staffing needs of the organization.
- Oversee staff responsible for strategic communications and marketing, conference planning and membership services.
- Make recommendations for hiring.
- Manage and evaluate staff on both a formal and informal basis.

Attributes

- A collegial and collaborative work style, innovative thinking, strong work ethic, and enthusiastic attitude and sense of humor
- Independent, highly organized, detail-oriented, and self-starter
- Principled individual with high ethical standards
- Creative problem solver

How to Apply

To apply, please provide the following information: Letter of interest, with compensation requirements, and resume.

Applicants must submit materials by October 12, 2016 to be considered for this position.

Please submit your materials to: jessica@nnstoy.org

New Venture Fund Careers

The National Network of State Teachers of the Year is a project of the New Venture Fund, a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. The New Venture Fund is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. The New Venture Fund's work environment is safe and open to all employees and partners, respecting the full spectrum of races, ethnicities, national origins, ages, sexual orientations, gender identities, beliefs, religions, faiths and ideologies, cultures, socio-economic backgrounds and levels of physical ability.