



The National Network of State Teachers of the Year (NNSTOY) is the membership-driven engine that connects, supports, and mobilizes educators so they can advocate for the issues and practices that provide all students with exceptional and equitable learning opportunities. In order to achieve that impact, NNSTOY focuses its work on the following outcomes:

- Leverage the membership’s teaching expertise to ensure exceptional student learning opportunities.
- Advance educator leadership at all levels—local, state, and national—to ensure that all students have access to high quality instruction.
- Create opportunities for the membership and other expert educators to revolutionize the teaching profession.
- Build a dynamic national organization that is both mission-driven and sustainable.

NNSTOY is seeking an experienced CEO-level professional to build on NNSTOY’s successes and lead this national teacher leadership organization towards greater impact and sustainability.

To apply for this position please include the documents and information listed below. Candidates may apply via [Indeed.com](https://www.indeed.com) or submit the materials electronically to: applications@nnstoy.org.

Name

Address

Personal email

Phone contact

Three references with contact information

Resume

Cover letter that includes your thoughtful answers to the following questions:

1. Why do you want to be CEO of NNSTOY?
2. What experience do you have in management, working for a non-profit, fundraising, and financial oversight (including the use of EXCEL)?
3. What other experiences, knowledge, skills or talents do you bring to this job that you feel will be beneficial to your success?
4. May we contact your current employer?

CHIEF EXECUTIVE OFFICER DESCRIPTION

The Chief Executive Officer reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives.

STRATEGIC/TACTICAL

Ensure that the organization has a long-range strategy that achieves its mission, and toward which it makes consistent and timely progress.

Ensure that the organization has a tactical plan derived from the long-range strategy plan that is measurable in its goals and provides objective milestones towards progress at relevant intervals.

Provide leadership in developing program, organizational, and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.

Promote active and broad participation by the NNSTOY membership in all areas of the organization's work.

Maintain official records and documents, and ensure compliance with federal, state and local regulations, including working with the organization's audit company to complete annual audits, tax filings, and state charitable giving compliance documents.

Maintain a working knowledge of significant developments and trends in the field, and be recognized as a thought-leader in the education community.

BOARD

Ensure that the board is kept fully informed regarding the condition of the organization and all important factors influencing it.

Establish and maintain a close professional partnership with the NNSTOY Board of Directors Chair of the Board.

Assist the board chair in planning the agenda and materials for board meetings.

Initiate and assist in developing policy recommendations and in setting priorities.

Facilitate the orientation of new board members.

Work with the board to raise funds from the community.

Staff board committees as appropriate.

Jointly, with the president of the board of directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

COMMUNICATION

Publicize the activities of the organization, its programs and goals.

Promote and maintain the organization's "brand" as a first-thought in the education space for strength-based reform, best-practices, and teacher leadership.

Establish sound working relationships and collaborative arrangements with NNSTOY's current and future partners, including work to expand partnerships.

Represent the programs and point of view of the organization to agencies, organizations, and the general public—including travel.

STAFF SUPERVISION

Assume responsibility for the recruitment, employment, and release of all personnel, both paid staff and volunteers.

Ensure that job descriptions are developed, that regular performance evaluations are completed, and that sound human resource practices are in place.

See that an effective management team, with appropriate provision for succession, is in place.

Encourage staff development and education, and assist program staff in relating their specialized work to the total program of the organization.

Maintain a climate that attracts, keeps, and motivates a diverse staff of top quality people.

Establish and promote a work-culture that promotes best practices regarding distributed leadership and collaborative work processes.

Administer board-approved personnel policies.

BUDGET AND FINANCE

Be responsible for developing and maintaining sound financial practices.

Work with the staff, Finance Committee, and the board in preparing a budget; see that the organization operates within budget guidelines; managing cash-flow and budgets.

Ensure that adequate funds are available to permit the organization to carry out its work.

Ensure effective audit trails.

Approve expenditures.

Provide for proper fiscal record-keeping and reporting.

Submit monthly financial statements to the board of directors.

Prepare and submit grant applications and funding proposals as appropriate.