



Every Child. Thinking Critically. Solving Problems.

Guided by SARSEF's foundational belief that "kids come first," SARSEF's CEO is responsible for the leadership and management of SARSEF, including programs, fundraising, public relations, and business operations to ensure the long-term growth and sustainability of SARSEF.

The CEO possesses the passion, energy and skills to carry SARSEF's mission forward thoughtfully and analytically beyond STEM-related applications and not only articulates the Vision of SARSEF but engages others in fulfilling that Vision. SARSEF's CEO understands the opportunities, limitations and challenges facing teachers and students in local and regional school settings and reflects these realities in the organization's programs.

The CEO of this 65-year-old nonprofit is a full-time position that oversees a staff of 4 FTEs, 1 part-time employee and various independent contractors. The CEO is hired by and directly accountable to the board of directors.

Salary Range: TBA

Benefits include: Health, dental, vision.

Professional qualifications:

- Master's Degree or higher with education or science research experience
- Minimum 5-year history of transparent and high integrity leadership in STEM education or related field.
- Strong oral and written communication skills
- Demonstrated ability to adapt to change; flexible and open to new possibilities
- Previous nonprofit board of director experience
- Demonstrated collaborative and motivational skills
- Proven ability to articulate a Vision and persuade others of its feasibility.

RESPONSIBILITIES

Management and administration

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- Develop and facilitate an active planning process to assure organization's sustainability, including organizational goals and objectives consistent with the Mission and vision of SARSEF.
 - Develop and administer SARSEF's operational policies.
 - Implement programs that carry out SARSEF's mission and develop new programs as needed.
 - Ensure compliance with funding sources and regulatory requirements.
 - Maintain open communications with the Board of Directors, including providing information for evaluation of the organization's activities.
 - Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.

- Normal work conditions are in an office setting, however, SARSEF, manages at least 3 major events annually (one equivalent of a week-long conference). CEO must be able to lead team as they work long hours at these annual events. Night and weekend availability is required periodically.

Fiscal

- Work with Internal Affairs Committee, Board, and staff to develop and monitor annual and other budgets.
- Responsible for the fiscal integrity of SARSEF to include assisting the Board to develop resources to ensure the organization's financial health.
- Promote a culture of fundraising in the organization, both at the staff and Board level
- Jointly, with Officers, execute legal documents.
- Approve expenditures and, in collaboration with accountant, prepare monthly financial statements to submit to the board of directors.
- Oversee grant applications and funding proposals to assure accuracy and Mission appropriateness.

Personnel

- Be responsible 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 held, and that sound human resource practices are in place.
- Administer board-approved personnel policies.
- Provide for adequate supervision and evaluation of all staff and volunteers.
- Review and approve contracts for services.

Board relations

- Report to and work closely with the Board of Directors, seeking their involvement in policy decisions, fundraising and increasing the overall visibility of SARSEF.
- Initiate and assist in developing policy recommendations and in setting priorities.
- Staff board committees as appropriate.

Public relations

- Serve as chief liaison and face of SARSEF in the community, creating and maintaining positive relations with professional, civic, and private groups, as well as other nonprofits.
- Oversee SARSEF brand including marketing and other communication efforts; work closely with the External Affairs Committee to this end.
- Maintain positive, effective relationships with SARSEF's current and potential friends, funders and partners. Illustrate the clear potential to quickly establish those relationships
- Coordinate representation of SARSEF to local and state elected bodies and community decision-makers and influencers, as well.

To apply

Send cover letter and resume to ceosearch@sarsef.org. Open until filled. Apply before May 20, 2019 to ensure consideration. Direct all questions to this email address. Please do not call the SARSEF office. Thank you.