

## Pacific Education Institute (PEI)

Job Title: Executive Director

Status: Exempt

Reports to: PEI Board of Directors

Location: Olympia, WA

Closing Date: Open until filled



### **About PEI**

PEI is a nonprofit professional learning organization dedicated to working with educators to create transformative learning experiences that inspire and prepare students to become scientifically literate and balanced decision-makers who are engaged in their communities.

We specialize in professional learning and consultation services for educators. Our resources and tools include customizable, integrated, science curriculum frameworks and performance tasks that are designed by education experts and deeply rooted in the Next Generation Science Standards and Common Core State Standards.

We are leading the FieldSTEM<sup>®</sup> movement in Washington State by connecting natural resources, agriculture and the environment to STEM education. FieldSTEM<sup>®</sup> provides opportunities for students to learn 'how' to think, not 'what' to think. Through educators, our goal is to inspire and prepare students to become scientifically literate and balanced decision-makers that participate in creating a thriving future.

### **Position Summary**

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibilities for Pacific Education Institute's staff, finances, programs, expansion, and execution of mission.

The ED will provide leadership and vision for mobilizing staff and consultants to execute critical aspects of PEI's strategic plan, which includes a focus on further developing internal systems, expanding programmatic services statewide and strengthening PEI's financial future.

Successful candidates for this role are recognized leaders with extensive experience leading and managing a nonprofit, the ability to navigate the policy landscape to scale PEI's work and have proven success as a strong effective communicator. S/he, in collaboration with others, is a strategic and entrepreneurial thinker who can organize internal and external forces to position PEI to successfully deliver its mission.

## **Essential Duties and Responsibilities**

### **Leadership and Management**

- Actively engage and energize PEI's board members, staff, partner organizations and funders to further PEI's mission
- Provide overall leadership to execute PEI's strategic plan - fully integrating the work of the staff and consultants
- Develop and oversee strategies for the expansion of PEI's work statewide. This includes:
  - Refining the delivery model and terms of engagement with districts/schools and stakeholder agencies
  - Developing a business model that addresses market forces and sustainable funding for PEI
  - Ensuring effective systems to track progress, evaluate program components and effectively communicate to the board, funders and other constituents
  - Advocating for state funding
- Lead, coach, develop and retain PEI's high-performance senior management team

### **Fundraising and Communications**

- Expand successful revenue generating and fundraising activities in collaboration with the Development Director
- Utilize effective communications to expand PEI's network of contacts and build relationships with donors and legislative supporters
- Use external presence and relationships to garner new opportunities for fundraising and program expansion
- Seek and build board involvement with strategic fundraising

### **Planning and New Business**

- Provide leadership and business acumen to financial systems in collaboration with the Finance and Administration Director
- Continue to build partnerships in new markets, establishing relationships with school district administrators/educators, funders and political community leaders in each expansion site
- Be an external presence who communicates program results with an emphasis on the FieldSTEM® Plus Model as a model for replication
- Set annual goals and measurements of success; implement the organization's strategic plan

### **External Relations/Advocacy**

- Demonstrate cultural sensitivity and ability to invite different points of view
- Communicate a consistent, clear message about who PEI is, the work we do and the impact we have

- Strengthen relationships with informal educators statewide
- Develop, maintain and support a strong board of directors; serve as ex-officio of each committee

### **Working Relationships**

Internal: Development, Finance and Administration, Program and Operations Directors and staff.

External: Consultants, state education leaders and administrators, K-12 educators both formal and informal, legislators, policy leaders and partner organizations in natural resources, agriculture and the environment.

### **Supervisory Responsibilities**

Development, Finance and Administration and Program and Operations Directors and occasionally consultants.

### **Minimum Qualifications**

Bachelor's degree required, Master's or PhD in education, science or related field preferred. Experience can be substituted for advanced degree; five to seven years of senior management experience with progressive responsibility; proven track record in working effectively with staff and a well-organized and high-functioning board of directors.

The ideal candidate is/has:

- Unwavering commitment to quality programs and data-driven program evaluation
- Effective advocate and spokesperson for organizational mission/vision in a variety of settings
- Recognized leader who is capable of leading complex initiatives in a dynamic environment
- Experience in education including Next Generation Science Standards, Common Core and Smarter Balanced Assessments
- Content knowledge in science, education, natural resources, agriculture or the environment
- Proven ability to navigate the policy landscape from the state house to the school house
- Experience building relationships and soliciting funds with the ability to engage a wide range of donors
- Systems perspective with the ability to work collaboratively to carry out strategic plan goals/objectives
- Ability to work effectively in a collaborative environment with a diverse group of highly motivated and capable individuals
- Experience in fiscal management and budgeting
- Success working with a board of directors
- Strong written and verbal communication skills
- Persuasive and passionate communicator with excellent interpersonal skills
- Passion, integrity and a positive attitude
- Mission-driven, flexible, sound decision-maker and personable
- Able to travel statewide up to 15 - 25%

## **Compensation**

Salary is commensurate with experience and qualifications, range \$85,000-95,000. PEI offers a comprehensive benefits package.

## **Application Process**

To apply, please prepare a packet with the following:

- Cover letter (maximum of two pages) that includes:
  - How your qualifications position you to advance PEI's mission
  - How your relevant work/experience, skills/attributes would make you a successful leader at PEI
  - How your leadership and management style would play out in an organization with 5 full-time and 3 part-time employees along with a cadre of consultants
- PEI application - available at <http://www.pacifieducationinstitute.org/about/careers>
- Current resume or CV
- Set of three professional references, including: your relationship to the reference, name/title, phone, email and address and a brief description of how you worked with the reference

Send/Email packet to:

Gail Kramer, Finance and Administration Director  
gkramer@pacifieducationinstitute.org  
724 Columbia St. NW, Ste 255  
Olympia, WA 98501  
360-705-9282