



## **Position Description: Executive Director**

### **BACKGROUND**

Operating at the intersection of immigrant integration/rights and learner-centered education, Internationals Network for Public Schools plays a distinct and invaluable role in elevating the assets and needs of recently immigrated multilingual learners, their families and the educators who support their learning.

Internationals Network designs, develops, and supports schools and programs for recently-arrived immigrants and refugees. Based on the work of innovative practitioners, Internationals Network's services are created to provide hands-on, experiential exploration and inquiry, to employ/model meaningful collaborative structures and routines, to meet the needs and uphold the assets of a heterogeneous array of practitioners, to demonstrate the intertwined rhythm of well-scaffolded activities and materials, and to center the learning, growth, and curiosity of all participants in our shared pursuit of transforming education for multilingual learners. Our workshops, coaching, conferences, institutes and other professional development offerings are designed using the very core principles we advance and advocate for in classrooms and schools:

- heterogeneity and collaboration;
- experiential learning;
- language and content integrations
- localized autonomy and responsibility, and
- one learning model for all.

These principles fuel and define Internationals Network's pedagogy and educational design, animate our classrooms and schools, and inform our approach to relationship building with partners and our inclination to share our learning with the field. They are equally a part of our strong internal organizational culture, cited by many team members as a primary driver in their choice to lend their talents to Internationals over the long term.

And while many Internationals Network stakeholders are drawn to what they describe as "a culture of care," it doesn't just feel good - it works. The approach, backed by proven practice and research, provides school leaders, teachers and staff with high-leverage strategies that lead to better outcomes for students.

### **LOOKING AHEAD**

Strengthened over 20 years by the steady hands of two dedicated Executive Directors, Internationals Network now seeks the influence and ideas of a new strong and inspiring leader who will guide the organization's next chapter, leveraging Internationals' history and reputation, while also facing strategic choices regarding program optimization, growth, and brand-building, that capture, clarify and amplify Internationals' evolution and position the organization to continue to play a distinct leadership role in an increasingly competitive field.

Two veteran Internationals Network leaders are faithfully and effectively serving as co-interim EDs until the new, permanent Executive Director arrives to harness the myriad assets of the organization (including our extremely talented team, supportive and dedicated Board, and a cadre of foundation and community partners who are deeply invested in the work), strengthen our capacity to provide practical and thought leadership in the field, and enable the immigrant community to thrive.

### **THE ROLE**

The next Executive Director of the Internationals Network must, above all, believe deeply that immigrant multilingual learners are entitled to a high quality, responsive education that builds on their assets to prepare them for lives of self-determination and full participation in democratic life. The ED will be a community builder who sees the role of the Internationals Network as that of an education service provider, change-agent, advocate and true partner. The ED understands and can articulate historical injustices and is committed to providing tools of empowerment to activate the potential of recently immigrated multilingual learners and their families no matter what the political climate. Our new ED will uphold Internationals Network's belief in putting decision-making power in the hands of educators and students while

creating an organizational culture that reflects Internationals' values of equity, inclusion and belonging, and fostering a healthy, connected community across the network. Additionally, the Executive Director will help to refine and expand our strategic vision and delivery mode for a post-pandemic context, in collaboration with district and other key partners, positioning us to have a broader and deeper impact on immigrant multilingual learners across and beyond our network. Specific goals and responsibilities include:

**Strategy:**

- ensuring that Internationals has an evolving, long-range strategy which achieves its mission, toward which it makes consistent and timely progress, and which supports growth and sustainability;
- guiding near-and medium-term goals and direction, including cohesion, accountability and metrics, and continuing to refine and iterate with experience and learnings; and
- supporting Internationals Network's policy/advocacy agenda such that it yields improved conditions for supporting recent immigrant multilingual learners.

**Communications and Public Engagement:**

- representing Internationals Network's brand, vision and organization across external stakeholders, including district superintendents, public and civic leaders, foundations and community partners;
- sharing stories of success and learning – emphasizing the unique value of partnership with Internationals Network;
- supporting the team's engagement with current and future school, district and community partners to build brand, interest and partnerships that maximize Internationals' impact, and;
- strengthening Internationals Networks' position as a thought/field leader by attending and presenting at local, regional and national education conferences and convenings concerning immigrant youth, multilingual learners and other relevant education and advocacy issues.

**Finance and Fundraising:**

- working with the Internationals Network team and board to prepare a mission-aligned budget that supports the effective delivery of our program, our positioning as a thought leader in the field and our plans for growth and increased impact;
- ensuring the development and maintenance of sound financial practices;
- supporting a financial model that represents a mix of philanthropy and earned income revenue that reduces risk/vulnerability and supports sustainability; and
- cultivating and sustaining, in partnership with the Director of Development and Communication and the Board of Directors, strong relationships with philanthropic funders and other donors in order to secure grants in support of the organization's mission.

**Organizational Leadership/Administration:**

- articulating Internationals Network's vision and strategic direction internally, inspiring and supporting the development and pursuit of a cohesive set of goals and tactics by leadership team and staff;
- leading and supporting the ongoing development of the Management Team consisting of the Director of Finance and Operations, the Director of Development and Communications, and the Senior Director of Programs;
- providing leadership for the recruitment, hiring, and development of diverse staff members;
- collaborating with senior staff to develop intentional and transparent plans to build the capacity of all staff to take on leadership roles within the organization;
- cultivating a strong and transparent working relationship with the Board, building the Board's capacity and ensuring open communication about measurement and achievement of programmatic, operational, and financial objectives;
- collaborating with the Director of Finance and Operations to establish and monitor sound human resource practices across the organization; and
- ensuring high-quality implementation of all programs and evaluation of impact on multilingual learner education using qualitative and quantitative data.

## ABOUT YOU

You are a strong Executive Director candidate if you listen well and can articulate your passion for multilingual learner education in an inspiring way. You build teams and communities by leading through influence versus authority, elevating mission and values. You center equity and foster a kind of connectedness that produces a whole that is greater than the sum of its parts. You've built systems and organizational infrastructure that make room for relationship and culture building, and you have a persistent, measured approach when it comes to navigating dynamic conditions and bureaucracy. Additionally, you:

- possess cultural humility and understand inclusive intelligence/excellence and cultural competence; you are able to articulate a compelling commitment to diversity, equity and inclusion as an organizational imperative and you lead through an inclusive lens; you have experience engaging with diverse stakeholders and marginalized communities;
- have demonstrated the ability to attract, hire, develop, and retain a diverse group of team and board members, and recognize and leverage their talents in a way that inspires commitment, cohesion and a collaborative, high-functioning culture;
- cultivate relationships and foster coalescence around a set of shared goals across stakeholders with diverse perspectives (including students and families, schools and districts, nonprofit and philanthropic organizations, the public sector and other community partners) in order to drive positive change;
- have direct experience and success co-creating and implementing a vision, supporting strategy and measuring impact on outcomes;
- communicate a deep understanding of and respect for the unique assets of multilingual learners, and engage meaningfully with educators of multilingual students, (in particular school, district, state and federal leaders) as well as the immigrant community, in order to support immigrant/multilinguals' learning development and outcomes;
- are skilled in navigating complex political systems and bureaucracies and leveraging networks to raise an organization's visibility and strengthen its impact;
- have demonstrated success securing funding from foundations and other mission-aligned investors and building strong relationships with key strategic partners;
- implement effective talent management strategies throughout the organization, including developing and operationalizing a path to advancement that is open, in both principle and practice, to all team members; and
- engage and build the Board collaboratively and productively to solve key challenges and realize the organization's mission and vision.

## REPORTING STRUCTURE

The Executive Director reports to the Board and will have three direct reports.

## LOCATION

Residence in the New York metro area is very strongly preferred. Consideration will be given to applicants who live in one of Internationals Network's regional hubs (New York metro area, DC Metro, California) who are willing to travel to New York when required.

## SALARY AND BENEFITS

The Internationals Network offers health, dental, vision, life and disability insurance, FSA, 401(k) Retirement, and paid time off. The salary range for the position is \$190,000 - \$220,000.

## APPLY

Review of applications will begin immediately and continue until the position is filled. For best consideration, please follow these instructions to submit a cover letter and resume by August 30, 2022:

- Visit the [Opportunities section on Promise54's website](#) and click on the APPLY NOW tab within the Internationals Network Public Schools ED job description
- Answer a brief set of questions about yourself
- Upload your resume and cover letter

If you encounter any technical difficulties, please contact: [admin@promise54.org](mailto:admin@promise54.org).