



***Job Announcement: Hill District Education Council Executive Director***

The Hill District Education Council is a fourteen year old community-based organization focused on the three public schools located within the Hill District neighborhood of Pittsburgh. HDEC was created as a community response to the decline in achievement of Pittsburgh Public Schools. Through school-based Parent organizing efforts, campaigns, information distribution and community events, HDEC aims to raise education to a higher priority and to take action against educational inequities that impact children. Our work consists of school and community based campaigns and projects, parent trainings, professional development for teachers and administrators and district level advocacy for Black and low-income students.

***The Hill District Education Council seeks a competent and experienced forward-thinking leader to fill the position of Executive Director. This announcement is dated August 1, 2016 and this position will remain open until successfully filled.***

***The Executive Director is the chief executive officer of the Hill District Education Council. The Executive Director reports to the Board of Directors and is responsible for the organization's consistent achievement of its mission and financial objectives. This position is fulltime.***

Essential Functions

Executive management

- Ensure that HDEC has a long range strategy which achieves its mission and toward which the organization makes consistent and timely progress.
- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff.
- Carry out plans, policies and goals/objectives authorized by the Board and support Board committees as needed.
- Promote active and broad participation by volunteers in all areas of the Council's work.
- Maintain official records and documents and ensure compliance with federal, state and local regulations.
- Maintain a working knowledge of significant developments and trends in the field of education.

## Communication

- Keep the Board fully informed on the condition of the organization and all important factors influencing it.
- Serve as the public face of HDEC representing the programs and point of view of HDEC to agencies, organizations and the general public.
- Increase knowledge of HDEC's mission and programs in the Hill District and the larger community.
- Publicize HDEC activities, programs and goals.
- Establish sound working relationships and collaborations with relevant agencies, community groups and educational organizations.

## School District relations

- Work with Board co-chairs to establish relationships with school district administrators to ensure access to achievement data and teacher evaluations for Hill District schools.
- Establish positive working relationships with Hill District principals.
- Establish positive working relationships with School Directors who represent areas in University Prep-Milliones feeder pattern.

## Staff relations

- 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 reviews are conducted, and that sound human resource practices are in place.
- Supervise staff providing constructive feedback in a regular and timely manner.
- Encourage staff and volunteer development and education.
- Maintain a climate that attracts, keeps, and motivates staff.

## Budget and finance

- Be responsible for developing and maintaining good financial practices.
- Work with the staff, Finance Committee, and Board in preparing a budget; see that that HDEC operates within budget guidelines.
- Provide regular and timely financial reports to the Board of Directors.
- Schedule audits as required and ensure that all financial filings and reports are submitted to government agencies on time.

## Fundraising

- Seek out sources and develop proposals for funding HDEC programs and services.
- Provide reports to funders in a timely fashion.
- Respond to RFP's in a timely fashion.

## Contract management

- Monitor use of restricted and unrestricted grant monies.
- Ensure that grant requirements are met.
- Cultivate positive relationships with current funders.

## Qualifications

- Bachelor's degree or equivalent experience in relevant area of study such as education or social work.
- Knowledge and/or experience with grassroots organizing.
- Three to five years of experience in program management.
- General understanding of non-profit accounting and fund raising
- Knowledge of Pittsburgh Public Schools and the Hill District preferred.
- Experience in and/or extensive knowledge of K-12 education.
- Entrepreneurial interest/skills
- Excellent organizational skills
- Excellent communication skills
- Ability to function as leader of and part of a team.

Qualified applicants should forward their resume, cover letter and a professional writing sample to Sala Udin ([sala@salaudin.com](mailto:sala@salaudin.com)). Examples of writing samples include previous grant proposals, an executive summary, grant report, etc. Candidates will be asked to provide an analysis of a case study in social justice efforts.

Compensation commensurate with experience, skills and education