

Ithaca Public Education Initiative

Job Announcement -- Executive Director

The Board of Directors of the Ithaca Public Education Initiative (IPEI) seeks an individual to serve as Executive Director to lead the organization's efforts to support excellence in teaching and learning in the Ithaca City School District, and to advance our mission of connecting Ithaca schools with the broader community.

The Executive Director will provide overall organizational leadership and guide the efforts of an engaged volunteer board and active committees. The Executive Director will balance responsibilities which are externally focused on development, fundraising and community engagement, and internally focused, including day-to-day operations, program and fiscal management, and volunteer coordination.

IPEI has a 20-year track record of effective engagement with Ithaca's schools and community, diverse and supportive constituencies, and a foundation of operational effectiveness. The next Executive Director will need to leverage these strengths to advance IPEI's visibility and impact in the community.

The Executive Director will be expected to provide strategic leadership to IPEI in partnership with its Board and volunteers. Desired skills include fundraising, financial management, public relations and community engagement. Candidates should be self-motivated, independent, and open to mastering the range of responsibilities required in this position. Strong consideration will be given to candidates familiar with public education, the Ithaca community and its school district, and who have prior nonprofit experience. Excellent communication and interpersonal skills are essential, as are aptitude and comfort in working with relevant communications and constituent management software. A four-year college degree is required.

This is a full-time position; the Executive Director reports to the Board of Directors. To be considered for this leadership opportunity, please email your cover letter and resume in .pdf format to ipei.search@gmail.com. Applications will be evaluated on an ongoing basis until this position is filled. Learn more about IPEI at www.ipei.org/about.

IPEI is committed to a diverse and inclusive environment.