



## Parent Teacher Home Visits (PTHV) Executive Director Job Description

### Job Description of Executive Director

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for Parent Teacher Home Visits' staff, programs, expansion, and execution of its mission.

Parent Teacher Home Visits (PTHV) increases student and school success by building and sustaining a national network of partners who effectively implement and advance our relationship-based home-visit model of family and teacher engagement in public schools across the United States. PTHV is a national nonprofit that helps teachers and parents build trust via our unique model of relationship-building home visits. This trust translates into strong parent-teacher partnerships and better school attendance and improved academic outcomes for children. These outcomes are backed by research and by the personal experiences of thousands of parents, teachers, and students. Our grassroots network has grown rapidly, with more than 700 school communities in 29 states, Washington, DC, and Saskatchewan, Canada, using our evidence-based model of student, family, and teacher engagement. With this track record, PTHV is poised to scale its work nationally, deepen the support and resources it provides to schools and school districts, and shape the broader field of family and community engagement in schools. Central to this future is a commitment to equitable educational outcomes for all learners.

To build and sustain a democratic society, we need free, quality public education for all, which can only be achieved when educators and families collaborate together as equal, trusting partners. The academic, social, and emotional development of all our students depends upon meaningful relational connections that are as important as any system or program. The PTHV model of home visits is a cost-effective and proven catalyst for student achievement, family engagement, teacher development, and school success. The PTHV Executive Director will serve as the public face and the keeper of the mission, vision, and values of the organization, navigating multiple partnerships (especially union partners, community-based organizations, schools, and districts) amidst changing landscapes.

Candidates must be committed to social justice, racial equity, and working toward improving educational systems that achieve these ends.



## Major Responsibilities

- A) Implement the strategic goals and objectives of the organization.
- B) Work in partnership with the Board, staff, and national partners to provide leadership, vision, and direction for the organization.
- C) Manage the organization's programs and operations toward the achievement of the organization's philosophy, mission, strategy, annual goals, and objectives.

## Key Duties

**Program, Product, and Service Delivery:** Oversee design, marketing, promotion, delivery, quality, evaluation, research, development, and expansion of home visiting training and project programs, products, and services. In partnership with the Board and staff, develop strategic plans and goals for the organization. Identify and cultivate resourcing to implement plans and achieve goals.

**Fundraising (nonprofit-specific):** Lead fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting grant proposals, and administrating fundraising records and documentation. Demonstrate a commitment to scaling and generating revenue through increased training and accredited partnerships.

**Financial, Tax, and Risk and Management:** Recommend yearly organizational budget for Board approval and prudently manage the organization's resources within budget guidelines according to current laws and regulations. This includes management of revenue streams (grants, contracts, endowments, gifts, etc.).

**Human Resources Management:** Assess and evolve organizational structure to meet strategic plans and goals related to recruitment, hiring, development, supervision, and evaluation of PTHV personnel. Effectively manage the human resources of PTHV according to authorized personnel policies and procedures that fully conform to current laws and regulations.

**Partnerships and Public Relations:** Represent the organization externally. Assure PTHV and its mission, training, programs, products, and services are consistently presented in a strong, positive manner to relevant stakeholders and key partners. Effectively work with community partners in collaborative endeavors that promote the interests of PTHV.



**Board Administration and Support:** Support productive operations of Board by advising and informing Board members, interfacing with Board and staff, and assisting with Board's annual evaluation of ED. Work in collaboration with the Board of Directors by assisting in the staffing and support of all Board committees and meetings. Assist in Board recruitment and development activities. Assure that all documentation and all legal and ethical standards are met.

### **Qualifications**

- Extensive professional experience with a preference for those who have worked in or adjacent to pre-K12 education
- Minimum of five (5) years of successful management experience
- An advanced degree in business, social service, educational leadership, or nonprofit management field (preferred but not required)
- Ability to follow up on tasks in a persistent and diplomatic manner
- Strong computer skills
- Excellent project management, organizational, oral presentation, writing, editing, and grammatical skills
- A thorough understanding of the current family engagement landscape
- A commitment to racial equity, social justice, and equitable educational outcomes for students
- A belief in the importance of community-building and the power of trusting relationships to improve the student education experience
- Willingness to travel as needed for meetings and trainings
- The candidate should also have demonstrated success in:
  - facilitating groups comprised of various stakeholders with unique interests
  - conflict resolution
  - building positive relationships with staff, partners, colleagues, and Board members

### **Skills and Competencies**

- The Executive Director must have business management skills in program development and evaluation and measurement of results, skills in marketing, communications/public relations, grants and fundraising, strategic planning, technology oversight, and facilitation to maintain and grow an effective organization.



- The Executive Director must have business and financial management experience, a clear vision and focus on building a family and community engagement educational program of national stature, and a thorough understanding of community and education needs, the community, and the environment in which PTHV operates.
- The Executive Director must have the ability to promote the services of PTHV to enhance awareness, understanding, and support, and the ability to develop strong and credible partnerships with educational leaders and the community to propose, implement, and evaluate programs/interventions that impact school communities.
- The Executive Director must have a belief in the mission of PTHV, be an efficient and highly organized project manager, demonstrate an exceptional aptitude for following through, and be a persuasive and persistent team player who displays initiative and innovation in approaching projects and tasks. This individual must be able to manage a highly productive staff team and provide coaching, professional development opportunities, and problem resolution where needed.
- The Executive Director must be able to analyze alternatives in problem-solving and strategy-setting situations, synthesize information quickly, and effectively present plans and proposals in an understandable, persuasive, and organized format.
- The Executive Director will have the option of working remotely from anywhere in the United States. PTHV offers a competitive benefits package that includes generous paid vacation and sick days, 401(k) benefits, and health and dental insurance with an expected salary range of \$110,000 to \$125,000, based on location and experience. The ideal candidate would begin in this role before the fall of 2024.
- PTHV values work-life balance and offers flexible work hours.
  - To apply, send an email to [pthv.ed.search@gmail.com](mailto:pthv.ed.search@gmail.com) with the following attachments in a single PDF:
    - Cover letter explaining your interest in and qualifications for PTHV's work and the Executive Director position, and your commitment to working with communities of color and low-income communities
    - Resume highlighting the experience that has prepared you for this role
    - At least two letters of recommendation



**Deadline to apply: Applications will be reviewed beginning June 15th. The search will remain open until the position is filled. Please send any questions about the search to [pthv.ed.search@gmail.com](mailto:pthv.ed.search@gmail.com).**

***PTHV is an equal employment opportunity employer and welcomes people from all backgrounds, experiences, abilities, and perspectives to apply.***