

Executive Director

Royce Learning Center is searching for a dynamic, proactive, motivated leader with a collaborative management style, excellent communication skills, expertise in special education, and experience in a not-for-profit setting to become its next Executive Director. This individual will lead this not-for-profit education organization into the future.

Reporting to the Board of Directors and the Board Chair, the Executive Director is the chief executive officer of Royce Learning Center, with the overall responsibility for planning, administration and management of all of the agency's programs and services. The Executive Director works with the Board to continue the implementation and updating of the organization's strategic plan. The Executive Director assures that the outcomes of Royce's programs and services advance the agency's mission and program goals, as well as its financial management, education, and fundraising goals. A detailed position description including qualifications is included below.

The mission of Royce Learning Center is to provide the necessary comprehensive services that will enable children and adults with learning disabilities, attention deficit disorders and literacy need to reach their maximum potential educationally, emotionally and socially; and to heighten public awareness of the lifelong issues associated with such disabilities and their interventions available locally, and nationally

Royce Learning Center is the only comprehensive educational facility specializing in Learning Disabilities, Attention Deficit Disorders and other barriers to learning in the Savannah- Chatham community. Royce was originally founded in 1971 by a group of parents and professionals as the Savannah Association for Children with Learning Disabilities, Inc. The Center operates out of Savannah, and serves students and clients throughout the southeast, including Chatham, Effingham, Bryan, Liberty Counties in Georgia and Jasper and Beaufort Counties, SC.

Current program offerings include:

- Chatham Academy at Royce, a full day school program for students in grades 1 through 12 with identified learning disabilities and attention deficit disorders. Chatham Academy was founded in 1978, merged with Royce Learning Center in 1996 and was SACS/SAIS accredited in 2004.
- The Tutoring Center, a program offering individualized educational support to children and adults; and
- Adult and Community Education (ACE), an adult literacy program.

Royce Learning Center's Executive Director's Position Description

Position Title: Executive Director

Function:

- To align and implement the strategic goals and objectives of the organization as established by the Board of Directors
- To work with the Board Chairperson to enable the Board to achieve excellence in its governance function
- To provide direction and leadership to advance the organization's philosophy, mission, and strategic plan, and its goals and objectives

Reports to: Board of Directors and/or as defined by the Board

Oversees and Directs

- Leadership Team: Principal, Chatham Academy at Royce; Program Manager, The Tutoring Center; Program Manager, ACE; Director of Finance; Director of Development; and other assigned personnel

Major Functions and Accountabilities

Supports all the Board's functions

- Supports the operations and administrative functions of Board
- Advises and informs Board members of all pertinent matters that relate to the organization's functions, conditions and operations and on all important matters
- Engages the Board in defining its governance role and promotes the most effective working partnership between the Board and the leadership team
- Helps develop and organize Board and Board committee meetings and assists in the preparation of agenda and papers in consultation with the Board Chair
- Assists the Board Secretary in distribution of Board minutes and related items
- Collaborates with the Board in its strategic planning
- Assists in the recruitment and training of qualified board members
- Serves as an interface between Board and staff
- Supports all Board's committees and their main functions (refer to each Board committee's particular goals and objectives for specific details) including the ongoing reappraisal and updating of Royce Learning Center's strategic planning process

Program and service delivery

- Oversees design, marketing, promotion, and delivery of programs and services

- Oversees the outcomes and quality of all programs and services; maintains SACS/SAIS accreditation for Chatham Academy
- Increases the awareness and understanding of Specific Learning Disabilities and related disorders in the Savannah-Chatham community
- Oversees student/client recruitment and admissions, including marketing and outreach, information dissemination, interviews and acceptance decisions
- Oversees the development and implementation of new programs and/or services, as deemed appropriate and sustainable
- Builds positive relationships with clients/students and their families and community resources
- Oversees the recruitment, hiring, training and evaluation of staff including the review and evaluation of position descriptions, performance standards, performance appraisals and compensation system in concert with the Board of Directors
- Works in concert with the Leadership team to accomplish the organization's defined goals and objectives
- Supports development and implementation of educational and assistive technology in all program areas.

Financial, Tax Exempt Status and Facilities Management

- Promotes the organization's financial health in concert with the Board of Directors
- Coordinates all financial activities and operations with the Board's Finance Committee
- Recommends budget/s and budget revisions for Board approval;
- Maintains the organization's not-for-profit status
- Prudently manages the organization's resources within Board approved budget guidelines and according to current laws and regulations
- Assures that an annual independent audit is conducted by an approved independent auditing firm with expertise in not-for-profit auditing practices and that the Board of Directors reviews the organization's annual 990 IRS form
- Assures that all appropriate business insurance is in place and current and that the building and grounds are well maintained
- Works in cooperation with all members of the Leadership team as needed to achieve the above objectives

Human Resources Management

- Oversees the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations
- Coordinates all HR functions with the Board Personnel Committee
- Oversees employee health insurance and related issues
- Oversees the security of all files and legal and historic documents and maintains confidentiality of client and employee records

Community and Public Relations

- Assures that the organization and its mission, programs, and services are consistently presented in strong, positive images to all relevant stakeholders
- Advocates actively on behalf of the organization's constituency, its programs and services, and related interests to government entities, businesses, peer organizations, the community, and others
- Represents Royce Learning Center at relevant meetings and events, maintains memberships in relevant local, state and national organizations.
- Collaborates with other community organizations and cultivates meaningful relationships with organizations that have common interests
- Assures that Royce Learning Center and all program's public relations materials and resources including its website are current and operative
- Works in concert with the Director of Development and other members of the leadership team as needed to accomplish defined approved goals and objectives
- Coordinates all marketing and public relations activities with the Board Development Committee

Development and Fundraising

- Oversees fundraising, planning and implementation which includes identifying funding resources and resource requirements, and establishing appropriate positive relationships with funders including government, foundations, private donors, and others
- Oversees the establishment of strategies to approach funders
- Oversees the submission of grant proposals and the administration of fundraising records and documentation including donor recognition
- Works in concert with the Director of Development and other members of the Leadership Team, as needed, to accomplish defined goals and objectives
- Coordinates all marketing and public relations activities with the Board Development Committee

Qualifications & Requirements

Education:

- Minimum of Masters Degree in Education is required, PhD or EdD preferred.

Career experience:

- At least 5 years experience in education including 2 years of administrative experience with an excellent track record in a leadership position in a not-for-profit and/or school
- Experience in working with children with disabilities especially Specific Learning Disabilities and related disorders
- At least general knowledge of special education and general education services, rules and regulations

Other:

- Proficiency in MS Office (Word and PowerPoint, and a basic understanding of the use of Excel and Access)
- Proficiency in the use of e-mail and its management system
- Basic understanding of website and content management systems
- Highly developed leadership skills including the ability to maintain positive working relationships across a diverse environment
- Demonstrated conceptual, analytical, verbal and written communication skills of a high order including the ability to use word processing and general computer skills
- Highly developed advocacy and negotiation skills in order to represent the organization in a positive manner to a variety of entities
- Ability to review and develop policy
- Strategic management skills of a high order, together with a proven record of success in strategic management in other organizations
- Knowledge of legislative, ethical and corporate management in order to effectively manage a not-for-profit organization
- Highly developed interpersonal skills including openness, fairness, flexibility and negotiating skills
- Ability to deal constructively with complex and sometimes conflicting situations
- Organizational and management skills of a high order, including the ability to plan, budget, manage staff and evaluate activities and performance of the organization
- Demonstrated record of success in organization building
- Strong commitment to our constituents and their families to make a measurable and sustainable difference in their lives

Projected Starting Date: August 2011

Compensation: Salary and benefit package will be regionally competitive commensurate with experience.

TO APPLY:

Qualified candidates should submit a letter of interest which includes a leadership statement and education philosophy and a current resume. All cover letters, resumes, references and any appropriate supporting documents must be submitted:

- Electronically as a PDF to:
executivesearch@roycelc.com.
Please reference "Executive Director" in the subject line of your e-mail.
- Or mail to:
Susan White, Chair, Executive Search Committee
4 Oglethorpe Professional Boulevard
Savannah, GA 31406

Faxes or telephone inquiries will not be accepted.

Royce Learning Center is an Equal Opportunity Employer.