



POSITION ANNOUNCEMENT

EXECUTIVE DIRECTOR

Candidate Profile: We are seeking an experienced nonprofit administrator who will work collaboratively with program staff as our next Executive Director. The successful candidate will have in-depth knowledge of nonprofit management including board development, financial acumen, development and/or marketing. The ideal candidate will be a servant leader who has strong communication skills, engages in self-reflection, and gets joy out of supporting mission-driven work.

Organization: Montessori Northwest is one of 14 regional training centers in the United States affiliated with Association Montessori Internationale to provide training for those wishing to be Montessori guides and assistants. The main training center located in Portland, Oregon offers three levels of training, each led by a Director of Training: Assistants to Infancy (ages 0-3), Primary (ages 3-6) and Elementary (ages 6-12). The training center also acts as a hub for the Montessori community and provides additional workshops on Montessori-related topics. Montessori Northwest offers satellite courses in the San Francisco/Bay Area, Seattle/Puget Sound Area and Spokane.

Position Summary: The Executive Director, in collaboration with the Directors of Training, is responsible to the Board of Directors for the day-to-day management of the organization including hiring and supervision of administrative staff, managing the annual budget, implementing annual plans, fundraising, internal and external communications, marketing of courses and providing the support necessary to offer the scheduled courses.

Major Responsibilities:

- With the Board of Directors, Trainers and other staff, develop and implement a vision, strategic plan, and annual work plans for Montessori Northwest.
- Develop, document and implement administrative policies and procedures.
- Ensure sound financial planning and management, including accurate, timely financial information for Board and staff, leading the annual budgeting process, and maintenance of appropriate financial policies and internal controls.
- Ensure the upkeep of Montessori Northwest facilities, secure the facilities required for satellite courses and implement risk management policies.
- Identify and pursue private and public funding opportunities and strategic partnerships.

- Hire and supervise Montessori Northwest administrative staff, assist with the hiring of program staff and ensure that human resources policies and practices comply with applicable laws.
- Oversee communication strategies for Montessori Northwest and along with the Trainers, serve as spokesperson for the organization.
- Networking within the Montessori community and education of the general public on Montessori principles.
- Oversee marketing, recruitment and enrollment of courses.
- Oversee administrative support for all programming.

Required Qualifications & Characteristics

- At least 5 years of experience in nonprofit administration that included successful work with Board members and supervision and motivation of staff.
- Knowledge of nonprofit governance and management, risk management, asset management, and laws and regulations applicable to nonprofit organizations.
- Commitment to Montessori Northwest mission and support of Trainers and other staff.
- Excellent written and verbal communication skills, a good listener and facilitator.
- Proven leadership including demonstrated initiative, innovation, resourcefulness, and ability to recognize and utilize talent.
- Demonstrated organizational skills.
- Experience in planning and implementing a comprehensive fundraising plan.
- Montessori experience a plus.
- Marketing experience a plus.

Terms of Employment & Compensation

The annual salary range for this full-time, exempt position is \$80,000 - \$85,000 commensurate with experience. Benefits include fully paid health insurance for the employee, a health savings account, a 403(b) plan, and paid time off.

Montessori Northwest is an equal opportunity employer. All qualified persons will be considered for employment without regard to gender, race, religion, age, disability, national or ethnic origin, gender identity, sexual orientation, veteran's status or any other protected status in accordance with local, state, and federal law.

How to Apply

Please submit a cover letter and resume to James Phelps, Interim Executive Director, at james@montessori-nw.org or 622 SE Grand Avenue, Portland OR 97214. For full consideration please apply by April 21, 2017. Position open until filled.