

**EXECUTIVE DIRECTOR
BOND ACCOUNTABILITY COMMISSION**

POSITION: Executive Director
REPORTS TO: Board of Commissioners
FLSA STATUS: Exempt

SUMMARY

The Bond Accountability Commission (“BAC”) is responsible for monitoring the construction and renovation program of the Cleveland Metropolitan School District. The Bond Accountability Commission is an independent, non-profit, all-volunteer organization appointed by the chair of the Cleveland Metropolitan School District's (“CMSD”) Board of Education in consultation with the Mayor of Cleveland.

ESSENTIAL FUNCTIONS

Monitoring, Review & Assessment

To meet the responsibilities of the Commission, the Executive Director is required to monitor, review, assess, and report on the use of funds and construction progress of CMSD.

- Gather quantitative and qualitative information from various sources to ensure clear understanding of the implementation progress, spending and any revisions to the Facilities Master Plan.
- Review the design, engineering, contract bidding and awards, procurement, and construction of projects funded by voter-approved Issue 14 and Issue 4.
- Communicate findings to the community, including holding four public meetings annually.
- Provide regular reporting to the Board of Commissioners and an annual report to the community.

Public Reporting & Communications

Working closely with the BAC Commissioners, the Executive Director serves as the primary contact for the organization on all matters, including media and public relations.

- Formalize reporting to clearly inform the Commissioners and community.
- Engage with community leadership to facilitate transparency.
- Serve as the public contact on all BAC matters.

BAC Administration

The Executive Director is responsible for BAC office operations, including bookkeeping and budgeting, grant applications, and compliance.

- Record Maintenance – update, disseminate, and archive reports as needed. Maintain BAC financial record keeping.
- Website Updates – update site with organizational reports, public meeting information and other changes as needed.
- Administration – coordinate and host public meetings; ensure compliance with organizational by-laws and public records requests.

EDUCATION, EXPERIENCE AND COMPETENCIES

- 3+ years of leadership experience in a non-profit or public agency/government setting preferred, including an understanding of government budgeting and procurement.
- Must be a self-starter with strong analytical and communication abilities that can be applied in researching issues and writing reports related to the BAC's mission.
- Demonstrated effective use of the Microsoft Office suite, especially Excel or other data analysis program. Ability to update website as needed is required.
- Familiarity with Ohio school governance and the state's school facilities construction program is preferred.
- Understanding of State of Ohio Sunshine Laws and commitment to transparency also required.

WORK ENVIRONMENT

- Travel and participation in meetings, site visits, and community events may be required outside of normal business hours.

Submit your statement of interest, resume and salary expectations to:

bacexecutivedirectorsearch@gmail.com