



Position Profile



Communities in Schools
Executive Director



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The Organization





Who We Are

Our Mission

To surround students with a community of support, empowering them to stay in school and achieve in life.

Our Vision

The vision of CIS of Ohio is to be the “go to” organization to address non-academic barriers to academic success and to provide drop-out prevention supports.



Communities In Schools® is an equal-opportunity employer. Communities In Schools® does not discriminate against any employee or applicant for employment because of race, sex, color, disability, national origin, religion, creed, age, size, marital status, sexual orientation or gender identity, citizenship/authorized alien status, or veteran status.

What We Do

Non-Academic Assistance

Helping with basic needs like healthcare, nutrition or clothing so young people are better prepared to learn.

One-to-One Mentoring

Instilling the confidence to succeed, the belief that education creates opportunity, and setting the expectation for success.

Tutoring

Young people who fall behind often stay behind. We help kids catch up and stay ahead.

Family Involvement

Ensuring children have a supportive home life, increasing parent-school involvement, and helping parents access the services they need.

Preparing for the Future

Students build leadership and life skills, explore college and career options, and understand how their education is connected to their financial future.

College and Career Readiness

Site coordinators take students on college visits and link students to career experiences and internships.



Impact Highlights

2022-2023 SCHOOL YEAR



24,847

total students served
95% of students remained
in school through the end
of the 2022-23 school
year



1,944

students received
individualized and
targeted support
76% of students with
an academic goal made
progress toward or met
their goal



95%

of seniors graduated or
received a GED
95% of K-11 students
were promoted to the
next grade



80%

of students with an
attendance goal made
progress towards or
met their goal
79% of students with a
behavior goal made
progress toward or met
their goal

About the Columbus Region



The thriving 11-county area in Central Ohio is known as the Columbus Region. Central Ohio is home to 2.2 million people and some of the world's most recognizable brands, innovative small businesses, research hubs, and academic institutions—including Ohio State University.

Columbus, the capital of Ohio, is the largest city in the region and the 14th largest city in the country. It is the state's growth engine, a collaborative, open, and dynamic city. Between incredible arts and entertainment, exciting collegiate and professional sports, and a spectacular downtown riverfront of sprawling greenspace. A trendy city for young professionals, Columbus has something for everyone.



The Candidate Profile



Position Description



Title: Executive Director



Organization: Communities in Schools



Reports to: Board of Trustees



Direct Reports: Chief of Advancement (COA) and Chief of Operations (COO)



Employee Count: 82



Location: On-site, some travel
(Headquarters: Columbus, Ohio)



Website: ciskids.org

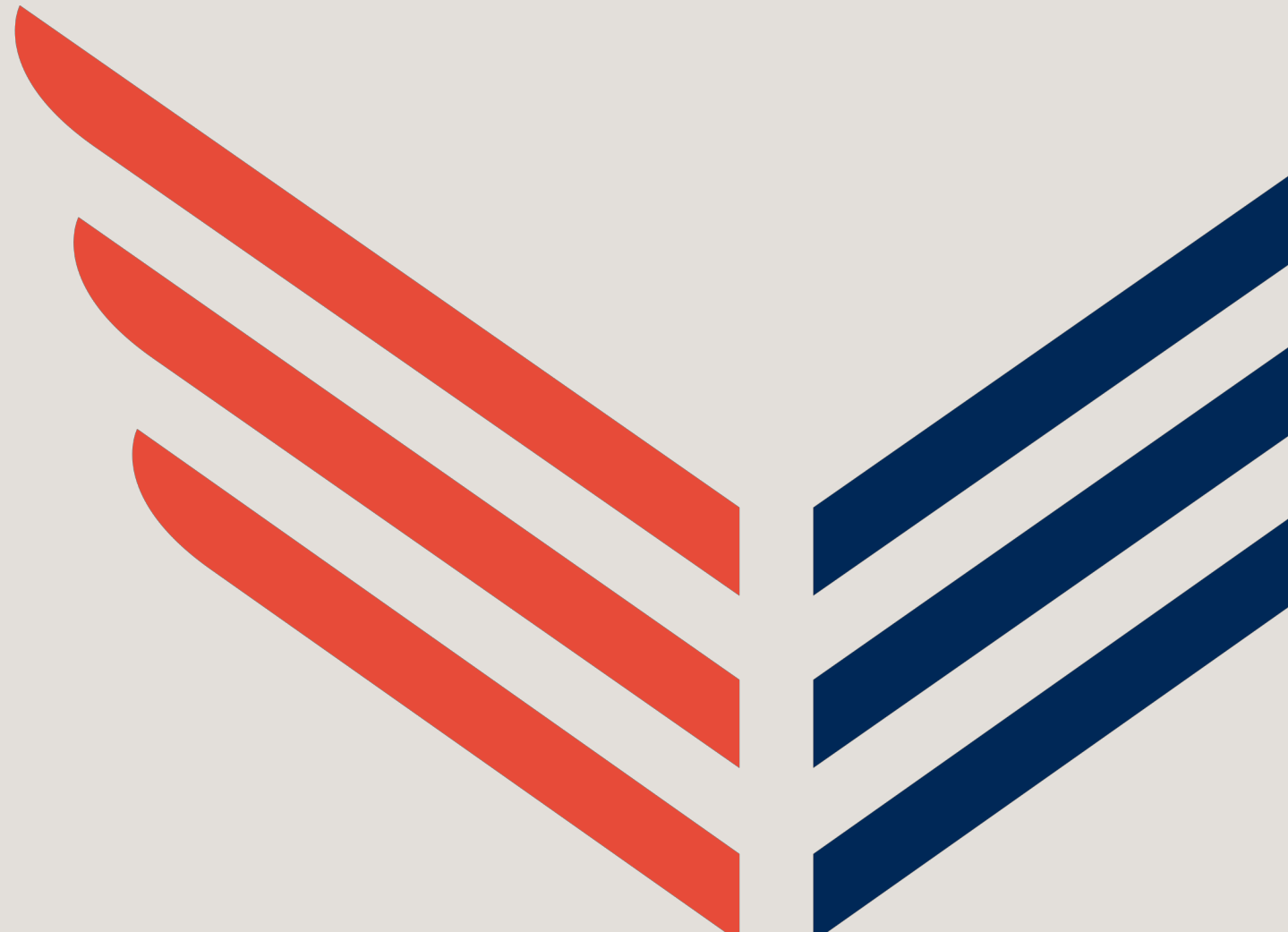




Position Summary

The Executive Director will serve as the primary leader and director for Communities In Schools (CIS), guiding the organization toward successfully realizing its philosophy, mission, and strategic objectives. Collaborating closely with the Board of Trustees, this individual will help set annual goals and objectives, ensuring they align with the broader strategic aims of CIS. They will be instrumental in implementing these strategic goals, steering the organization toward its envisioned future. Additionally, the Executive Director will oversee the overall administration and ensure the viability of CIS, managing day-to-day operations and leading the organization through growth and challenges. This role demands visionary leadership, strategic planning, and strong administrative acumen to propel CIS forward in its mission to support and enhance student educational opportunities.

Required Knowledge,
Skills & Abilities
("Must Haves")



Required Knowledge, Skills & Abilities (“Must Haves”)

- Experienced as a CEO or senior non-profit leader with a proven ability to envision and plan for the organization's sustainable future. Demonstrated visionary leadership, strategic thinking, operational prudence, and the capacity to set clear, actionable directions, aligning organizational efforts toward growth and success
- Strong ability to build and maintain diverse relationships with government, education, corporate sectors, and community leaders. A passionate advocate for youth success, able to effectively represent the organization as a thought leader and the face of the organization across various community platforms. Exceptional communication skills and ability to articulate mission and impact compellingly
- A proven expert in fostering an inclusive culture, inspiring a diverse team, and committing to diversity and inclusion, ensuring staff feels valued, supported, and aligned with the organization's vision. Demonstrated service leadership, operational excellence, and the ability to attract, retain, and develop talent
- Extensive experience in fiscal management, budgeting, and resource development, including navigating state and federal processes. Possesses sound business acumen to run the organization efficiently while exploring new funding opportunities and partnerships to support the organization's mission
- Understands the dynamics of working with a non-profit board, is open to feedback, and can lead a team through change, ensuring solid internal management and staff engagement



Other Desired
Skills & Abilities



Other Desired Skills & Abilities

- Strengthen and expand partnerships with key community stakeholders to bolster support and visibility for CIS initiatives. Collaborate with local businesses, educational institutions, and government entities to secure resources and support for CIS programs
- Innovate and implement fundraising strategies to increase financial support. Engage existing donors while identifying and cultivating new funding sources, aligning resource development efforts with CIS's strategic objectives and community needs
- Elevate CIS's brand and mission through targeted marketing and public relations campaigns. Increase public awareness and support by highlighting success stories, program impacts, and community contributions through various media channels
- Oversee and enhance the operational effectiveness of CIS sites. Ensure sites meet quality standards and program goals by providing leadership, resources, and support to site coordinators and staff
- Ensure the delivery of high-quality, impactful youth programs and services. Assess community needs to develop and implement relevant, effective programming that supports student success and well-being
- Implement robust data collection and evaluation frameworks to measure program impact and effectiveness. Use insights gained from data analysis to inform decision-making, improve program delivery, and communicate results to stakeholders and funders



Essential Duties & Responsibilities



Essential Duties & Responsibilities

Leadership

- Implement a strategic plan for CIS
- Develop Leadership Team
- Responsible for the effectiveness, energy, and health of CIS

Community and Public Relations

- Ensure that the organization and its mission and programs are consistently presented in a strong, positive image
- Link with community-based organizations for strategic and project planning
- Oversee development and marketing efforts and personally participate in major development efforts

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Essential Duties & Responsibilities (cont'd)

Community Partnerships

Provide and broker quality youth programming and services through appropriate linkages with school districts, social service agencies, and community organizations

Program Delivery

- CIS program design, implementation, and evaluation
- Provide individual and collective staff support and supervision for all CIS program activity
- Collaborate with school districts for project development and implementation

Financial and Facilities Management

- Recommend yearly budget for Board approval
- Work with the Chief Financial Officer to prudently manage CIS's resources within those budget guidelines
- Oversee facilities management and operations

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Essential Duties & Responsibilities (cont'd)

Human Resource Management

- Conduct regular CIS Leadership Team meetings
- Lead internal staff meetings
- Ensure management of human resource functions according to procedures that fully conform to current laws and regulations
- Provide appropriate role in staff hiring
- Conduct annual evaluation of the Leadership Team

Risk Management

Identify, analyze, and manage strategies to address risk assessments for CIS

Board Administration and Support

- Support operations and administration of the Board by advising and informing Board members
- Serve on the Executive Committee and other committees as needed

Anatomy of a
Successful First Year



Measures of First Year Success



Engagement & Advocacy

- Enhance relationships with Ohio policymakers and educational leaders to increase visibility and support, navigating the state operating budget process to secure vital funding
- Thoroughly understand and effectively communicate the CIS model, initiating introductions in regional districts to develop new champions and strengthen partnerships for sustained organizational quality and improvement



Strategic Leadership

- Develop and start executing a three-year strategic vision, aligning and sharing insights with the board and staff post-evaluation of the organization's current state and potential
- Showcase effective leadership by balancing advocacy and hands-on engagement, actively listening to board and staff insights, and assessing needs through direct school interactions



Team & Culture

- Continue fostering a cohesive, inclusive team environment, building upon established trust and communication, and mirroring CIS's diverse community
- Initiate efforts to motivate further and enrich organizational culture and morale, staying true to the mission and encouraging staff development for an increasingly engaged organization



Financial Growth

- Ensure financial health with multi-year projections and strategic planning for growth, focusing on development, fundraising, and sponsorships
- Actively seek new funding sources while strengthening existing partnerships to grow fundraising efforts, securing ongoing financial stability

Working Conditions,
Education
Requirements
& Compensation





Working Conditions

- Possess a current driver's license, insurance, and the ability to travel as necessary
- Complete a background check and drug test

Education Requirements



Bachelor's degree from an accredited institution in public administration, education, social science, or other related field, or equivalent experience

Compensation

Communities in Schools offers a competitive base salary as well as excellent benefits and perks, including but not limited to:

- Medical
- Dental
- Life, Short- and Long-Term Disability Insurance
- Employee Assistance Program
- 403(b) Retirement Plan
- Generous Paid Time Off Program



BroadView Talent
Engagement Team



BroadView Talent Partners Team

Communities in Schools has retained BroadView Talent Partners to lead this search.
“Interested and Qualified” candidates should contact: **Christie Angel or Johanna Vargas**



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About BroadView Talent Partners

Executives in affordable housing, nonprofit, and middle market organizations retain BroadView Talent Partners to fill senior leadership team positions because they value our specialized knowledge and proven process for identifying executive talent using our unmatched national network, commitment to diversity, equity, and inclusion (DEI), and record of long-tenured placements.

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Thank you!