

## Visionary Leadership Opportunity!

**Position:** Managing Director

**Specialty:** Alternative, Adult, and/or Community-based Education

**Reports to:** Board of Directors

**Hours:** Full-time, in-person

**Salary:** Negotiable, based on experience and qualifications

**Benefits:** Competitive benefits, including health insurance and paid time off (PTO)

**Closing Date:** April 11, 2022

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### Position Summary

Building on decades of success in providing adult educational and career counseling services AES is engaged in reimagining its future to better serve the community. The Managing Director for Adult Education School (AES) provides innovative and visionary leadership in the realisation of AES's renewed vision and mission for learners across their lifespan having access to learning opportunities from GED, literacy, and numeracy to learning that can enliven their personal lives as well as strengthen their professional goals. This critical role provides leadership for all business and programme-related matters to strengthen the integrity of mission, efficacy of services, stewardship, and advocacy related to community needs. Focus areas include the oversight of curriculum development, programming, operations and standards, funding, community outreach, consortium development, finance, property, and human relations in order to enhance capacity, accountability, effectiveness, and relevance of the organisation's mission in the community. The Managing Director partners with expert business support available to ensure standards and resources are aligned in service to the mission.

### Responsibilities

#### Programming & Services

- Offer leadership in the development of the organisation Strategic Plan.
- Plan, develop and execute initiatives (strategic, operational, financial, etc.) that provide service excellence and reflect community alignment, best practice, financial viability and sustainability for the facilities, report to Board of Directors.
- Ensure that mission, vision, values, and service philosophy are articulated within the culture/climate of the programmes.
- Initiate, maintain and promote positive working relationships/partnerships and communications with funders and community stakeholders.
- Oversee all programme operations and develop proposals to identify and pursue opportunities to enhance programme delivery by seeking new funding sources with Fund Development Team.
- Develop articulation agreements with other academic institutions, as well as MOUs to ensure the development of a well-resourced network of providers and services in support of adult learners' needs.

## **Human Relations**

- Hire additional support and administrative staff as indicated for community outreach, academic standards, as well as guidance counselling/career navigating staff. Manage all additional staff and/or contracts.
- Lead a collaborative effort (with HR consultation, as applicable) to encourage staff engagement and retention, ultimately creating a strong and positive organizational culture.
- Ensure effective labour/human relations practices are in place.
- Grow, develop, and coach an administrative team, thus inspiring these leaders to do the same with the people in their areas of responsibility.
- Ensure compliance with all legal and workplace policies and practices, including reporting, acting on incident reports, and dealing with complaints.
- Establish and maintain strong and positive public relations through communication with community, learners, and providers.
- Participate and, where it serves, provide leadership in community forums and events that relate to adult learning needs and/or opportunities.

## **Financial Management**

- Liaise with the Board of Directors as necessary to negotiate contracts and, where appropriate, renewals with funding bodies; identify and pursue opportunities to enhance programme delivery by seeking new funding sources.
- Analyse statistical and financial reports for the purposes of planning and funding resourcing.
- Establish, maintain, and adhere to the organisation budget in compliance with operating and administrative guidelines.
- Work in conjunction with Treasurer and/or external accountants for the preparation of annual budgets or revenue projections for the organisation; monitor departmental expenditures and may liaise with auditors or funding officials.

## **Administration**

- Support Board members in establishing and maintaining board committees, including frameworks such as: recruiting members, setting agendas, and following up on actions arising from meetings.
- Ensure the property is inspected, maintained and in compliance with safety standards including buildings, grounds, equipment, furnishings, and assessing capital needs.
- Ensure compliance with community standards and best practices, policies, and legal requirements, reflecting the economic, service, business, and mission environment of the organisation.
- Ensure that all policies, procedures, and protocols are up to date and meet all compliance requirements, and are reviewed annually (at minimum).
- Ensure all departments are prepared for reviews, audits, etc. Liaise with Board Chair, consultants and external agencies/associations on behalf of the facility and its staff.

## **Skills, Capacities, and Capabilities**

### **Planning**

- Proficiency in strategic planning, programme development, and evaluation.

### **Negotiation**

- Successful track record of funding application/negotiation, programme administration, financial development, ability to build long-term contracts, arrangements, and relationships.

### **Operations**

- Sets clear standards and practices in the delivery of services.
- Monitors and builds an ongoing continuous improvement and learning environment.
- Builds and leverages collaborative networks in service to the mission.
- Knowledge of and/or ability to develop, monitor and evaluate curriculum.

### **Technical**

- Ability to stay current with relevant standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.
- Knowledge of data analysis, curriculum and instruction, budgeting and accounting, high-risk student needs, adult learning theory and practices, discipline and attendance issues.

### **Communication**

- Excellent interpersonal relations and communication skills (verbal/written).
- Able to relate easily to a diverse team of staff and clients.
- Communicate with integrity, authenticity, and transparency to inspire confidence and optimism; maintain trust and confidentiality.
- Proven experience in developing pro-active working relationships with funder(s), and acumen in connecting successfully to creative funding opportunities.
- Financial acumen in analysing and reporting on business/financial health and risks; analytical attention to detail.
- Ability to multitask within a high-pressure environment, possesses political acumen, demonstrates a creative and growth mind-set in leadership responses and development of organisational culture.

### **Managerial Leadership**

- Lead with effective change management, organisational development, and staff engagement principles to promote excellence and strong teams.
- Sound management skills including setting direction, managing performance, assessing capability.
- Proven ability to establish and maintain productive relationships with community-based organisations.

### **Education & Experience**

- Master's degree or bachelor's degree with master's level equivalent 5+ years of experience in leading community-based organisations and/or initiatives, alternative education, and/or related field.