



JOB DESCRIPTION: Senior Executive Director, Strategic Initiatives

DEPARTMENT:	<u>Executive Office</u>	REPORTS TO:	<u>President/CEO</u>
JOB CLASS:	<u>Senior Executive Director</u>	PAY GRADE:	<u>25</u>
EXEMPT STATUS:	<u>Exempt</u>	DATE:	<u>11/16/2018</u>

Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.

POSITION GENERAL SUMMARY:

The Senior Executive Director, Strategic Initiatives fosters a results-oriented culture by working with all facets of the organization to deliver business results. The Senior Executive Director, Strategic Initiatives works with the Board of Trustees, the Executive Team, and across the organization to embed behaviors and actions that focus on organizational results. The purpose of this position is to emphasize and align key functions of the organization with respect to the organizational strategy. This position works with and across all functions to establish specific plans, deliverables, and measurable objectives to drive progress that achieve desired results.

ESSENTIAL POSITION FUNCTIONS:

- Plan, develop and implement programs, activities and functions designed to achieve business goals as directed by the President/CEO
- Serve as a member of the President/CEO's Senior Executive Team and participate in the organization's planning, develop and execution
- Build organizational awareness of strategic planning and business development
- Develop, oversee, and implement strategic goals as an integral component of strategic planning and business development.
- Maintain visibility and recognition as the leader responsible for strategic business development and thought leadership
- Keep the business informed of the status of the competitive landscape
- Research the status of competitors and their position in the market
- Work with organizational leaders to address and remove roadblocks challenging the organization's success
- Ensure the Board of Trustees approved Strategic Plan is successfully implemented
- Assist the CEO in consensus-building, conflict-resolution, change management, planning and decision-making
- Evaluate department structures for continuous improvement in efficiency and effectiveness
- Monitor the external environment to include political, economic, sociocultural, technological, legal and environmental factors to determine potential impacts to the organization
- Assess organizational capabilities and competitive advantage
- Work with department leaders to develop roadmaps and plans for technology, talent and organizational capabilities
- Assess internal strengths and weaknesses in the organization, and external opportunities and threats in the marketplace

- Participate in and nurture strategic alliances
- Formalize the organization's strategic planning process
- Forge working relationships with functional leaders of the organization and ensure integration and synergy among functional leaders
- Utilize candor and tact to assist members of the leadership team in accomplishing the strategic plan
- Establish transparency and accountability for employees carrying out the company's strategy
- Assess whether strategic initiatives at all levels of the organization are in line with the organization's standards and objective
- Formally handle the reins of strategy execution on behalf of the CEO
- Ensure effective organizational decision-making leveraging data and analytics to enable continuous strategy development and prioritization
- Align with department leaders to collaborate on projects designed to enhance student outcomes and organization results
- Analyze underlying causes of organizational growth and / or roadblocks and act accordingly to enhance or mitigate them
- Work with member so the leadership team to ensure agreement on strategic decisions
- Represent the CEO to ensure that the decisions being made are aligned with the strategy and creating the desired results
- Challenge and address issues to ensure that they do not become barriers to execution and action
- Assist senior leaders in identifying the need for change and help steer the team away from groupthink and resting on past accomplishments
- Explore strategic implications of questions and issues that functional leaders need help with
- Assist with identification and development of organizational core competencies, resources and capabilities. Assess the competitive implications of this analysis
- Evaluate the various conditions that will allow the organization to sustain a competitive advantage
- Assist the CFO with profitability analysis of strategic scenario planning as requested
- Evaluate the value and cost drivers that will allow the organization to pursue a value innovation strategy
- Outline and analyze strategic implications of innovative ideas
- Evaluate opportunities to diversify the organization's product or service offering
- Evaluate strategic advantages and disadvantages of entry in foreign markets
- Recommend organizational structure changes to match the organization's strategy evolution
- Design, assist and participate in activities designed to enhance the organization's culture
- Assist the CEO in supporting the Board of Trustees as requested to ensure effective organizational governance
- Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, increasing efficiencies and demonstrates respect for others
- All work responsibilities are subject to having performance goals and/or targets established.

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM REQUIREMENTS:

Education/Licensure/Certification:

- Master's Degree in Education, Business Administration or related field
- Doctorate, Ed.D or Ph.D, preferred

Experience:

- Ten years' experience in the education industry
- Eight years' progressive leadership and management experience
- Experience working in business development, preferred

Knowledge, abilities and skills:

- Knowledge and experience within the education marketplace, preferably public sector
- Knowledge of virtual school operations and activities
- Knowledge of marketing, branding, and sales strategies
- Expertise in customer surveys, interactions, advisory boards, and listening plans
- Experience with understanding P&L statements and financials
- Exceptional verbal and written communication and presentation skills
- Solid teamwork and interpersonal skills
- Proven ability in facilitating group processes in consensus building, conflict resolution, executive planning and decision-making; ability to build consensus among diverse work groups
- Ability to sell to a wide variety of audiences
- Ability to provide strategic leadership oversight and address key strategic challenges and opportunities
- Ability to deploy resources and manage multiple projects within budget and time constraints
- Ability to influence; working with and through people to establish goals, objectives, and action plans

CORE COMPETENCIES FOR SUCCESS:

COMMUNICATION SKILLS	INTERPERSONAL SKILLS
<i>Clearly and effectively conveys and/or presents information verbally; Shares ideas and perspectives and encourages others to do the same; Writes in a clear, concise, organized and convincing way for the target audience; the message has a distinct beginning, middle and end and is error-free; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems</i>	<i>Relates well with others; treats others with respect; Shares views in a tactful, considerate way; Demonstrates diplomacy by approaching others about sensitive issues in nonthreatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others in various situations or settings; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers; Effectively handles challenging or tension-filled situations</i>

<p>CUSTOMER FOCUS</p> <p><i>Prioritizes customers (internal and external) and their needs as primary; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i></p>	<p>FUNCTIONAL EXPERTISE</p> <p><i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise; Approaches problems resourcefully and creatively; actively pursues information related to problems; effectively generates solutions in a timely manner; Embraces and utilizes new technologies; Produces high quality work in organized and timely fashion; Manages time and priorities effectively</i></p>
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CO/VP COMPETENCIES FOR SUCCESS:

<p>MANAGING VISION & PURPOSE</p> <p><i>Communicates a compelling and inspired vision or sense of core purpose; Is consistently optimistic; Creates mileposts and symbols to rally support behind the vision; Can inspire and motivate entire departments; makes the vision shareable by everyone; Talks beyond today; speaks of possibilities</i></p>	<p>INNOVATION MANAGEMENT</p> <p><i>Is good at bringing the creative ideas of others to market; Has good judgment about which creative ideas and suggestions will work; Has a sense about managing the creative process of others; Can facilitate effective brainstorming; Can project how potential ideas may play out in the marketplace</i></p>
<p>NEGOTIATING</p> <p><i>Negotiates skillfully in tough situations with both internal and external groups; Can be both direct and forceful as well as diplomatic; Gains trust of other parties to the negotiations quickly; Has a good sense of timing; Persuades others to adopt or build on ideas or recommendations; Facilitates “win-win” situations; Advocates position effectively; engages in healthy, constructive debate and dialogue</i></p>	<p>PERSPECTIVE</p> <p><i>Looks toward the broadest possible view of an issue/challenge; has broad-ranging personal and business interests and pursuits; Can easily pose future scenarios; Thinks globally; Can discuss multiple aspects and impacts of issues and project them into the future</i></p>
<p>STRATEGIC AGILITY</p> <p><i>Formulates objectives, priorities and plans consistent with long-term vision; perceives the impact and implications of strategic decisions; Capitalizes on strategic opportunities and manages risks; Considers the impact of political, economic, social, technological, environmental, and legal trends to help inform strategic decisions; Anticipates potential political or competitor threats to the organization; seeks out political or competitor opportunities for the organization; Can create competitive and breakthrough strategies and plans; Is future oriented and can see ahead clearly; Can articulately paint credible pictures and visions of possibilities and likelihoods; Aligns organizational structure to support strategic direction</i></p>	

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.