

## **EXECUTIVE DIRECTOR, ILLINOIS CENTER FOR CIVIC EDUCATION**

The Illinois Center for Civic Education (ICCE) seeks an Executive Director to lead and expand the organization both programmatically and financially. The Executive Director reports directly to the Board of Directors and has overall strategic and operational responsibility for ICCE's programs, expansion, and execution of its mission. The Executive Director is responsible for carrying out ICCE's mission in a fiscally and programmatically responsible manner.

### **The Organization**

ICCE offers professional development for Illinois elementary, middle, and high school teachers of civics and government and organizes and supports civic education activities for students around the state of Illinois. ICCE implements two key programs that emphasize continuous development for teachers and interactive learning for students: We the People (WTP) and Project Citizen.

- The WTP program (<http://www.civiced.org/programs/wtp>) teaches students the foundations of constitutional democracy and the contemporary relevance of the Constitution and Bill of Rights. The program's culminating activity is a simulated congressional hearing in which students "testify" before a panel of judges. Students demonstrate their knowledge and understanding of constitutional principles and have opportunities to evaluate, take, and defend positions on relevant historical and contemporary issues.
- Project Citizen (<http://www.civiced.org/programs/project-citizen>) is a civic education program that promotes competent and responsible participation in state, local, and federal government. It actively engages students in learning how to monitor and influence public policy. Students work together as a class or extracurricular group to identify and study a public policy issue. The final product is a portfolio that is presented before other classes, groups, community organizations, and/or policymakers.

ICCE is a 501(c)(3) organization with an active Board of Directors and Advisory Board. It is an exciting time for our organization as we continue to expand both the We the People and Project Citizen programs across the state of Illinois.

### **Duties and Responsibilities**

#### **Financial Management & Fundraising**

- Budgeting: In coordination with the Treasurer, develop an organizational budget to be presented to the Board at the ICCE Annual Meeting for approval.
- Accounting: Oversee the work of the Bookkeeper in managing, recording, and updating the use of organizational funds on an ongoing basis. In coordination with Bookkeeper provide a quarterly report to the Board Treasurer summarizing use of program grant funds and expenditures.
  - Work with the Bookkeeper/Accountant to produce an annual report to the Board of Directors.

- As needed and in coordination with the Bookkeeper provide support to audit / review / compilation activities.
- Development: Oversee fund development and the submission of grant proposals.
  - Ensure timely and accurate submission of reports or other follow-up documentation requested by ICCE's funders or grant makers.
  - Ensure timely and accurate budget submissions requested by grant makers.
  - Oversee annual donor campaigns and other fundraising activities, including but not limited to, online giving campaigns throughout the year.

### **Teacher Outreach**

- Engagement: Prepare presentations and attend state social studies conferences, targeting education professionals, such as teachers, principals, superintendents, and school board members.
- Resource Development / Provision: Ensure that teachers have the resources they need to conduct the programs.
- Support: Develop follow-up mechanisms to support teachers throughout the year.
- Leadership: Identify and work with advanced WTP teachers to provide them with leadership and advanced professional development opportunities.

### **Programmatic Development**

- Design: Design and implement an effective statewide plan for providing professional development to upper elementary, middle, and high school teachers.
- Coordinate: Coordinate all James Madison Legacy Project (JMLP)<sup>1</sup> efforts for the State of Illinois.
  - Ensure compliance with JMLP national requirements.
  - Implement JMLP required professional development throughout the year.
- Recruit: Lead active recruitment of teachers to attend the WTP spring and summer institutes as well as Project Citizen professional development programs and other possible future programs of ICCE.
- Measure Impact: Ensure follow-up with teachers who have participated in professional development and consistently evaluate professional development offerings. Facilitate and manage evaluation process including measurement and learning outcomes.
- Continuous Improvement: Develop and expand programs to stay current with civic education practices in Illinois and nationwide.

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<sup>1</sup> The James Madison Legacy Project (JMLP) is a three-year nationwide initiative of the national Center for Civic Education that aims to expand the availability and effectiveness of civics instruction in elementary and secondary schools by providing professional development (PD) to teachers of high need students. The JMLP seeks to increase the number of highly effective teachers through professional development based on the Center's We the People: The Citizen and the Constitution (WTP) curriculum. The professional development program is designed to improve teachers' civics content knowledge and develop their pedagogic skills in order to enhance students' achievement in attaining state standards in civics and government. [http://www.civiced.org/research/pdfs/jmlp\\_evaluation\\_cohort1\\_nov2016.pdf](http://www.civiced.org/research/pdfs/jmlp_evaluation_cohort1_nov2016.pdf)

## **Simulated Congressional Hearings**

- Promote: Encourage upper elementary, middle, and high school teachers to conduct simulated congressional hearings in their classrooms and/or in district hearings.
- Manage: Coordinate all tasks related to the Illinois State Finals.

## **Volunteer Management**

- Recruit: In coordination with the Board, work to recruit volunteers and expand volunteer base as needed to deliver successful programming and meet the needs of the organization.
- Relationship Management: Maintain a list of classroom volunteers and judges for student simulated congressional hearings.

## **Marketing, Website and Social Media Management**

- Oversee: Supervise Social Media Staff / Interns including periodic meetings and review to ensure regular postings on Facebook, Twitter and other social media by ICCE.
  - Work with Social Media Manager to create campaigns that reflect ICCE's mission and goals.
- Supervise: Manage Social Media Staff / Interns to ensure updated and relevant website content.
- Plan: Work with Social Media Staff / Interns to develop a plan to optimize and expand ICCE's internet profile.
- Relationship Management: Develop and maintain a database of teachers, judges and other volunteers for organizational outreach and marketing.

## **Organizational Leadership and Oversight**

- Strategic: Work in cooperation with the Board and Executive Leadership to develop an organizational strategic plan and support organizational alignment with short and long term objectives.
  - Work with Board to identify supporters, stakeholder and potential future Board members.
- Human Capital: Oversee all Human Resource functions including personnel records, evaluations, protocols, procedures, and adherence to organizational policies.
- Operational: Oversee and manage day-to-day organizational operations.
- Compliance: In coordination with the Board, ensure compliance with local, state and federal regulations regarding 501(c)(3) and/or charitable organization status.

## **Responsibility to the Board**

- Engage: Maintain open dialogue and communication with all board members.
  - Provide a quarterly progress report to the Board in the areas including but not limited to Teacher Outreach, Professional Development, Volunteer Management, and Organizational Development.
  - Meet once per month (or as needed) with the Board Chair to discuss ICCE business, ongoing issues, and strategic initiatives.

- Provide Board Chair with a weekly email summary of activities on behalf of ICCE.
- Participate: Attend Executive and Advisory Board meetings to provide programmatic and organizational updates to board members.
- Support: In coordination with Board Chair, facilitate and oversee Board committee goals and participation.
- Network: Build trust relations with key partners and stakeholders and act as a point of contact for important shareholders.
- Compliance: Oversee adherence to organizational policies and guidelines.
- Reflection: Participate in annual review of organizational activities and finances.

### **Travel**

This position requires travel both in and out of state throughout the year. For in state travel, the Executive Director is expected to use a personal vehicle to drive to various sites (mileage will be reimbursed at standard rates). The Executive Director is expected to represent ICCE at the WTP National Competition in Washington D.C., at conferences and meetings hosted by the Center for Civic Education, at Professional Development events throughout the State of Illinois, and at other such events and opportunities as they may arise. This job requires 15-20% travel.

### **Compensation**

Salary Range: \$45,000-\$55,000, commensurate with experience.

This is a work from home opportunity with a great deal of schedule flexibility.

### **How to Apply**

Please send a cover letter, resume, and two writing samples to:

Katherine Greenslade

ICCE, Board Chair

[greenslade@ilciviced.org](mailto:greenslade@ilciviced.org)

Applications will be accepted until position is filled. However, preference will be given to applications received by May 31, 2017.

The Illinois Center for Civic Education is an equal opportunity employer and is committed to diversity in all staff, volunteers, and audiences.