



Monarch School Project Director of Executive Administration

Monarch School Overview

Monarch School Project nurtures resilience in unhoused youth and their families. We empower students to influence their own growth in the areas of academic success and social-emotional learning and we reinforce the existing strength of families so that students can thrive in school and in life. Monarch School is a K-12 public school providing more than 300 students daily with a WASC-accredited education, mental health support, social engagement opportunities, college and career preparation as well as basic necessities. Monarch School is a public-private partnership between the San Diego County Office of Education and the nonprofit, Monarch School Project (MSP), a 501(3) corporation. For more information, please visit www.monarchschoools.org.

Position Summary

The Director of Executive Administration operates at tactical and strategic levels to enhance the effectiveness of the CEO, the executive team and the board of directors. In this role, the Director of Executive Administration fosters inter-departmental collaboration, proactively anticipates challenges and proposes solutions, and serves as a thought partner and project coordinator in implementing the CEO's priorities. The Director of Executive Administration manages the CEO's schedule and internal communications to support leadership in spending time and making decisions efficiently. This position is responsible for creating written communications and presentations for the CEO, preparing materials for all board meetings, and coordinating with external stakeholders in support of the CEO.

Priority accountabilities include:

- Serve as Board of Directors liaison, planning, organizing and participating in Board of Director Meetings. Support the board in meeting its oversight and governance responsibilities.
- Manage all incoming requests for the CEO's time and input, both internal and external. Respond to, prioritize and delegate inquiries in a timely manner in accordance with the CEO's priorities.
- Represent the CEO with external partners in person and in writing as directed.

Reporting Relationship

The Director of Executive Administration reports to the Chief Executive Officer (CEO), however the Director must be able to communicate with other team members, Board of Directors, and external stakeholders.

Supervisory Responsibilities

The Director of Executive Administration will have supervisory responsibilities, to be determined.

Position Responsibilities and Responsibilities

The Director of Executive Administration will perform the following duties and responsibilities along with other duties that may be assigned:

Position Responsibilities

Board Support

- Serve as the primary liaison for the board of directors, organizing and attending all board meetings, committee meetings and retreats.
- Oversee scheduling, preparation and facilitation of all board and committee meetings.
 - Oversee all meeting logistics, including any audio/visual requirements, in collaboration with administrative and IT staff.
 - Support with the preparation of agendas, materials and presentations; distribute materials in a timely manner.
 - Take notes at all meetings and support the Secretary in creating board minutes.
 - Proactively follow up on action items and questions identified during meetings.
- Support the board in meeting its oversight and governance responsibilities.
 - Organize and maintain all board-related files and ensure these materials are available internally and externally as appropriate.
 - Support board recruitment efforts and orientation for new members and chairs.
 - Coordinate the board's regular reviews of its own performance and the CEO's.
- Engage in ongoing learning about best practices and trends for nonprofit boards; support CEO and board members in continued advancement of best practices.
- Identify opportunities to optimize the board-staff relationship, with a focus on centering MSP's mission.

CEO and Executive Team Support

- Manage all incoming requests for the CEO's time and input, both internal and external. Respond to, prioritize and delegate inquiries in a timely manner in accordance with the CEO's priorities.
- Manage all scheduling for the CEO and ensure the CEO is prepared for all meetings and events.
- Share information and ideas on behalf of the CEO internally and externally, including preparing written correspondence and presentations.
- Prioritize and follow up on action items arising from the CEO's meetings and as directed, staff the CEO in meetings.
- Represent the CEO with external partners in person and in writing as directed.

- Support efficient information flow and decision-making processes among executive team members and foster opportunities to optimize the CEO-staff relationship.
- Identify and promote opportunities to leverage the CEO's leadership skills in MSP's field and community, including but not limited to speaking engagements and external leadership appointments.
- Support the executive team with scheduling, planning, meeting preparation and creation of reports and presentations as needed.
- Support executive team members with special projects as directed by the CEO.
- Define, track and communicate metrics around new initiatives, compared to previous outcomes.
- Identify and communicate risks and opportunities and generate plans to address each.
- Coordinates strategic planning events and is an advocate and thought partner for internal and external goals.
- Provide high level communication to the management team on the company's strategic plan, working with heads of multiple departments to ensure plans are communicated, aligned, and strategic.
- Collaborate with other management leaders to create opportunities for teambuilding and synergies between departments.
- Review previous strategic plans against current forecasts, create appropriate awareness when plans are not on track.
- Writes internal communications to align with the school's vision, mission and values.
- Devises ways to keep team members informed of critical MSP updates.
- Encourages open communication amongst management team, team members and external stakeholders.

Education and Experience

- Bachelor's Degree
- 3+ years' professional experience in supporting a board of directors
- Experience working at a nonprofit organization is preferred

Preferred Skills

- Ability to analyze data and present metrics in a clear and concise manner.
- Ability to multi-task in a fast-paced environment.
- Confidante.

Certificates and Licenses

A valid California driver's license is required.

COVID-19

Monarch School Project employees must be fully vaccinated against COVID-19 and provide proof thereof, or receive an HR-approved medical or religious exemption. You are required to comply with the vaccination documentation requirements as soon as practicable and as a condition of employment. If you wish to be considered for a medical or religious exemption, you are expected to request an exemption in writing by emailing HR@monarchschoools.org as soon as possible.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Equal Opportunity Employment:

Monarch School Project is committed to non-discriminatory hiring practices that are focused on equity and inclusion and that balance experience and education as qualifications. MSP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, genetics, national origin, protected veteran status, disability status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Job Status and Compensation

This is a full-time, permanent, salary position with pay starting at \$70,000.00 per year.

Competitive benefits package includes: Paid Time Off (PTO) starting at three weeks per year, eight paid holidays, five weeks of paid school breaks per year, Medical, Dental, Vision, and Life insurances funded by Monarch, FSA with employer contribution, 401(k) with 100% match of up to 6% of salary, Employee Assistance Program (EAP), parking and transportation reimbursement, and a \$2400 per year Education Supplement Benefit that can be used for tuition reimbursement, student loan reimbursement or 529 College Savings Plans.

Application Process

Interested candidates should email a resume, cover letter, and one letter of recommendation to HR@monarchschoools.org with “**Director of Executive Administration**” in the subject line. This position will remain open until filled.