



REQUEST FOR APPLICATIONS
Director of the Mississippi Charter Schools Association Project

Background

The Mississippi Charter Schools Association (MCSA) is a nonprofit originally founded after the passage of the Mississippi Charter Schools Act. The mission of the MCSA is to drive the development and growth of high-quality public charter schools through school support, advocacy, and outreach. MCSA attained its 501(c)(3) designation in 2014 (dating to its founding on July 30, 2013) and has continuously maintained its status. However, after the departure of its founding Executive Director in 2015, the organization has operated solely with a Board and supported very few activities outside of the legal defense of the Mississippi Charter Schools Act. New funding raised by Mississippi First will allow the organization to relaunch with the resources to expand and build sustainability.

Interested candidates are strongly encouraged to visit the Mississippi First [website](#) to learn more the current charter school landscape in Mississippi.

Position

Initially reporting to the Executive Director of Mississippi First, the Director of the Mississippi Charter Schools Association Project (Director) will work closely with the Executive Director of Mississippi First to plan and execute the relaunch of the Mississippi Charter Schools Association by January 1, 2024. Upon relaunch, the Director will transition to Executive Director of the new MCSA and report to the refreshed MCSA Board of Directors. As MCSA's leader, the Executive Director will be responsible for all strategic, financial, and personnel decisions for MCSA, pursuant to grant guidelines and organization policy.

A successful candidate for this position must show stalwart support for the growth of high-quality charter schools in Mississippi and demonstrate a commitment to advancing educational excellence all students.

Primary Responsibilities

Organizational Leadership

- Champion, communicate, and implement MCSA's mission and vision
- Develop and implement a strategic plan for the relaunched MCSA
- Build and lead a team of professionals dedicated to fulfilling MCSA's mission
- Raise funds and manage the organization's finances, including hiring competent professionals as appropriate
- Work closely with partners supporting charter schools in Mississippi, including Mississippi First

Relaunch MCSA

- Work with Mississippi First to establish a launch plan for the new MCSA, including the following tasks:
 - Recruit new board members
 - Work with Mississippi First to hire a consultant to manage legal and business tasks associated with launch such as filing paperwork, developing fiscal and employee policies, securing office space and equipment, contracting for services and insurance, etc.
 - Work with experts and Mississippi First to develop a communications plan for the relaunch, including refreshed branding

Charter School Support

- Pursuant to the strategic plan, implement programs to support existing charter school operators, including operational and financial support programs funded by philanthropy
- Develop and maintain positive and trusting relationships with current charter school operators, especially members of the Mississippi Charter Schools Association

Charter School Advocacy

- Pursuant to the strategic plan, implement advocacy strategies to support the charter school sector in Mississippi
- Be adept in navigating complex legal and political issues and in managing relationships with the legislature, the governor, the Mississippi Charter School Authorizer Board, the Mississippi Department of Education, and others relevant to the success of charter schools
- Serve as the voice of member charter schools and as a representative of the charter sector as a whole when advocating for policies in the best interests of charter schools and the children and families they serve
- Serve as a media contact for MCSA as well as its members and the charter sector more generally

Charter School Outreach

- Pursuant to the strategic plan, implement a recruitment and support program for aspiring charter school operators
- Work with partners in the field to leverage resources to maximize successful charter school applicants

Professional Qualifications

Required

- Bachelor's degree in any field
- Five or more years' experience in the charter school space, with at least three years' experience working in charter school leadership, advocacy, or policy
- Three or more years' experience in a supervisory role
- Strong support for public charter schools as a public school option and strong belief in the mission and vision of MCSA
- Experience managing budgets, grants, or other significant financial duties
- Ability to work in teams with a positive, professional, and solutions-oriented attitude
- Ability to work without intense oversight, such as work from home, if necessary
- Ability to build relationships and coalitions
- Entrepreneurial spirit with strong self-starter skills
- Desire to learn and develop
- Exceptional writing and editing skills
- Advanced Word, Excel, and PowerPoint skills

Preferred

- Demonstrated understanding of public education in Mississippi
- Executive experience

Hours and Travel

The Director is expected to work 40 hours per week every week, Monday through Friday, with the exception of office holidays. Mississippi First office hours are typically 9-5, but the Director may set regular hours outside of this schedule with the approval of the Mississippi First Executive Director. Standard work hours (a regular schedule each week) are required.

While COVID-19 public health protocols are still in place, the work environment is primarily office based (whether home or in person). As the pandemic wanes or becomes more manageable, travel and out of office time will increase for this role. This may include school site visits, Mississippi Charter School Authorizer meetings, in-person meetings with stakeholders and local communities, national conferences, etc. Some travel will include overnight stays and may include work on weekends. Work is cyclical requiring more hours during certain times throughout the year.

Once the MCSA relaunches, hours and travel will follow MCSA policies and the expectations of the MCSA Board.

Office Location

Jackson, MS

The Director is expected to work from the assigned office location during all scheduled work hours unless the Director is required to travel or the Executive Director has granted permission to work elsewhere. The Director may request a hybrid work arrangement in which in-office work occurs at least two days a week.

Once the MCSA relaunches, the Director's office location will be determined by MCSA policies and the expectations of the MCSA Board.

Compensation

This position offers a competitive salary, benefits, and paid time off.

Salary

Salary for this position will range from **\$100,000-\$107,000** commensurate with candidate experience and education.

Benefits

The Director will be eligible for employee benefits provided to all Mississippi First employees: health insurance, retirement, and a cell phone allowance. Travel reimbursement for work-related travel is offered to all employees, but home-to-work travel is not reimbursed.

Paid Time Off

Mississippi First offers all employees office holidays (approximately 12 days per year) as well as paid time off based on the number of years an employee has worked for Mississippi First. New employees are entitled to 20 days per year in accordance with the adopted paid time off policy.

Once the MCSA relaunches, salary, benefits, and paid time off will be determined by MCSA policies and the expectations of the MCSA Board.

Application Process

To apply, please submit the following to Rachel Canter via email at **careers@mississippifirst.org**:

- a cover letter explaining your interest in the role as well as why your skills and experience make you the best candidate for the job;
- a resume;
- a minimum of three (3) references for whom you have worked, at least one of which must have been a supervisor, including for each the name of the relevant organization, name of contact person, email, and telephone number; and
- a completed Employment Application Form (attached).

The application process will be rolling, so the position may be filled before this date. Please use “Director MCSA” as the subject line of the submission e-mail. Questions regarding this proposal can be submitted to Rachel Canter at rachel@mississippifirst.org. No phone calls, please.

Once you have submitted your application, it will be reviewed by our team. As we are a small team, we are not able to respond to each inquiry. If you are a good fit for the position, we will contact you to discuss your application.

Equal Opportunity Employer

Mississippi First is a 501(c)(3) non-profit organization and an equal opportunity employer, committed to building a diverse and inclusive workforce. All qualified applicants will be considered for employment without regard to race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, military status, prior record of arrest or conviction, citizenship status, current employment status, or caregiver status.

EMPLOYMENT APPLICATION FORM

Applicant Information

Name: _____

Current Address: _____
(Street) (City) (State) (Zip Code)

Home Phone: _____ Cell Phone: _____

Email Address: _____

Personal Information

Please circle "yes" or "no" for each of the following questions.

1. Are you a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States?	Yes	No
2. If hired, would you be able to provide your own transportation to/from work?	Yes	No
3. This position may require occasional work on weekday evenings and weekends for various trainings and in- and out-of-state site visits and conferences. Furthermore, remote employees may be required to travel more. Can you commit to these additional hours and/or travel?	Yes	No
4. Are you able to perform the responsibilities of this job for which you are applying, either with or without reasonable accommodation?	Yes	No
5. Do you consent to a criminal, civil, employment history, and social media background check?	Yes	No
6. Have you ever been indicted; convicted of; or entered a plea of guilty, no contest, or had a withheld judgment to a misdemeanor or felony that relates to the welfare of children; sexual misconduct, assault, or harassment; or discrimination?	Yes	No
7. Have you ever been found responsible by a school or court of a charge of sexual misconduct, assault, or harassment; or of a charge of discrimination?	Yes	No
<p><i>No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event and the surrounding circumstances, and the relevance of the offense to the position(s) applied for will be considered.</i></p> <p>If you answered "Yes" to Question #6 or #7, please provide an attachment describing the circumstances, including the nature of the crime/charge; when and where the legal proceeding took place; and the disposition of the case(s).</p>		