

## **Central Valley Community Foundation**

### **JOB DESCRIPTION**

#### **Fresno K-16 Collaborative Executive Director**

**February 2020**

#### **Fresno K-16 Collaborative Overview**

Fresno lags California on many macroeconomic indicators, including postsecondary educational attainment. Only 27% of adults in Fresno have a Bachelor's degree, compared to 37% of adults in the state of California. Degree attainment is particularly low for residents of color. For example, only 9% of Hispanic residents in Fresno have a Bachelor's degree. The lack of educational attainment in the region impacts lifelong outcomes. For instance, Fresno's median household income of \$49k/year is at the bottom quartile across CA counties. Additionally, regional unemployment sits at 10%, and poverty rates at 25%, which are some of the highest rates in the state.

These outcomes have implications for the labor market, where the supply of skilled workers often does not meet demand. For occupations that require a certificate or a postsecondary degree, there is a projected labor market gap of ~32k jobs by 2030. This labor mismatch further hinders the economic development of the region and the social mobility of its residents.

To mitigate these challenges, improve social mobility for Fresno residents, and promote economic growth in the region, this initiative proposes to form a single integrated K-16 collaborative across educational institutions in the region. The Fresno K-16 Collaborative will focus on increasing higher education degree attainment in the occupations that will meet the region's economic and labor market needs, addressing the labor market gap, and improving degree completion. Additionally, the Collaborative will support residents in earning employment in higher-wage, higher-skill jobs.

The Fresno K-16 Collaborative will support high school students, transfers, and adult learners in attaining Certificates, Associate's and Bachelor's degrees in the prioritized occupation clusters. By 2030 the Collaborative aims to serve cohorts of ~5000 first-time enrollees, addressing 25% of the total annual higher education demand in the region.

Potential impact: Over the course of the next decade, the Fresno K-16 Collaborative aims to reach the following impact targets:

- Increase production of post-secondary graduates in high growth, high wage disciplines that address the labor market gap.
- Reduce racial and ethnic economic disparities
- Improve graduation rates and shorten time to completion for Associate's and Bachelor's degrees.

#### **Position Summary**

K-16 Educational Leaders in Fresno seek a dynamic, dedicated and equity-minded leader with the experience, work ethic, and academic credentials to actualize our commitment to improve social mobility for the most vulnerable population in the region and promote economic growth by increasing higher education degree attainment. The ideal candidate will share the Governor's

Council for Post-Secondary Education's vision for the Fresno K-16 Collaborative to close equity gaps for its racially and socioeconomically diverse student population. The successful candidate will work with area leaders to implement bold design principles that leverage existing K-16 intersegmental collaboration. The successful candidate will join a community that is committed to academic achievement, student success, inclusiveness, collaboration, transparency, and shared leadership. We are seeking a leader who will develop and implement a program process that is replicable in other regions in our state.

Reporting to the Steering Committee, the Executive Director provides leadership and guides the daily operations of the Fresno K-16 Collaborative. Responsibilities include direct management and implementation of the Collaborative, progress tracking, program leadership, progress updates and program improvements.

**Executive Director Job Responsibilities:**

- Responsible for daily operations, organization, and implementation of the Fresno K-16 Collaborative.
- Provide leadership in working with administrators and faculty to develop and assess the key milestones for implementation of Fresno K-16 Collaborative Business Plan.
- Provides leadership to and manages the efforts of staff to ensure appropriate progress against programmatic goals.
- Responsible for coordinating the research and evaluation partner to determine progress against goals.
- Develops and implements budget oversight, accounting policies, procedures, and operational reporting/metrics.
- Oversees and reports results to the Fresno K-16 Collaborative Steering Committee, fiscal sponsor and appropriate government agencies.
- Identifies and implements staffing requirements for efficient operations, maintaining a strong culture and work climate that attracts and retains staff to achieve the goals of the Collaborative.
- Represents the Collaborative externally, increases awareness of the project and serves as spokesperson as necessary.
- Develops and oversees strategic partnerships in order to meet the Collaborative's stated goals and increase community awareness and participation.

**Qualifications:**

An executive director candidate should possess the following:

- Proven ability to provide leadership and turn an organizational vision into tangible plans for implementation.
- Experience working on K-16 issues in the Central Valley.
- Pre-existing relationships with regional stakeholders.
- Experience implementing large scale education programs with regional and state stakeholders.

- Ability to oversee the management of fiscal resources within budget parameters and the creation of timely and accurate financial reports.
- Demonstrated experience in community outreach and relationship building.
- Ability to work with and communicate effectively with diverse constituencies including the local Steering Committee, community based-organizations, external partners and stakeholders.
- Ability to supervise, manage, and motivate staff.
- Ability to work collaboratively with various constituents to find viable solutions.
- Ability to resolve complex issues relating to broad administrative challenges.
- Ability to organize, prioritize, and manage multiple priorities and functions.
- Exceptional written and verbal communication, including demonstrated public speaking and presentation skills.

A minimum of seven years of relevant experience in public education is preferred; a master's degree in a related area of study is desirable.

Please submit application materials—a cover letter and resume, via email to [elliott@centralvalleycf.org](mailto:elliott@centralvalleycf.org). Preferred subject line: "Application: Fresno K-16 Collaborative Executive Director". No calls, please. Deadline for applications is March 27, 2020.