
Executive Director (CEO)

Job # 08 - 90

POSITION PROFILE:

The Executive Director (ED) must be an experienced, creative, mature, visionary leader. The ED leads, facilitates and supports the Etudes community and organization in every possible way. He or she represents Etudes publicly and in business negotiations.

The Executive Director is the Chief Operating Officer (CEO) of Etudes Inc. The ideal candidate for this role has a distinguished record in leading organizations and working effectively in distributed, collaborative communities. Demonstrated experience in leading software development is required, and experience managing programs in an academic institution is highly desirable.

SCOPE OF POSITION:

- The Executive Director (ED) is responsible for the successful planning and operations of Etudes. The ED develops priorities for the projects in the organization, creates and implements plans, manages fiscal and human resources, coordinates programmatic initiatives, technology, and work effort across the entire project. The ED develops and maintains effective partnerships with other organizations to foster interoperability and cohesion within the academic software community.
- The Executive Director (ED) must be able to work comfortably in a demand-driven environment, with oversight responsibility for a large number of sophisticated and interrelated software products and requirements. The ED must be able to respond quickly to new technical challenges with well-conceived solutions that meet the needs of the Etudes community and organization.
- The Executive Director (ED) has the responsibility for maintaining and increasing the Etudes revenue. This includes communication with members, recruiting new members, and retaining existing members, as well as development of grant proposals to support the effort.
- The Executive Director (ED) must have extensive experience in delivering academic technology services, which may be gained through a combination of professional experience and education. The ED position requires excellent leadership and communication skills, expertise with technology, and demonstrated effectiveness in managing staff and projects.

RESPONSIBILITIES:

- **Leadership:** With the Board of Directors, establish the vision, mission, and annual goals and objectives of Etudes. Develop and execute plans and roadmaps for technology and community development, seeking community input and engaging their support, and evolving the plans to meet changing technology and community priorities. Identify and respond to opportunities and challenges.
- **Outreach:** Represent Etudes publicly; bring expertise to initiatives and contribute toward development of policy, work practice improvements, and positive outcomes. Develop and maintain effective partnerships with other organizations to assure cohesion and interoperability. Actively engage community members within Etudes and around the world.
- **Technology:** Ensure that Etudes remains abreast of, and makes appropriate use of the latest technology advances. Work with Chief Architect and peer software projects to ensure maximum interoperability of code and content with peer educational projects. Assure a high-quality, dynamic and innovative environment central to meeting the needs of a largely virtual community of users, managers, and developers. Assure there is up-to-date information, access to resources, venues for debate, discussion and exchange on topic issues with and within the whole Etudes community.
- **Product Development:** Provide high-level coordination for a distributed software development and deployment effort. Coordinate and facilitate the myriad of activities related to the success of the Etudes platform, code development, testing, release, deployment, documentation, training, and support.
- **Program Management:** Manage the day-to-day operations of the Etudes organization, monitoring projects and budgets, and ensuring that federal and State mandates are executed in an effective manner consistent with the Etudes mission, goals and policies. Effectively balance resources with need.
- **Community Development:** Lead and facilitate the development of practices and policies for Etudes. Work constructively with the user community to develop best practices for learning technology, teaching, and pedagogy.

- **Communication:** Develop and manage a successful communications program. Communicate widely and regularly.
 - **Administration:** Fulfill administrative requirements of the Etudes organization, including: assure that the bylaws of the organization are adhered to; actively participate in the Etudes Board as a non-voting member; manage contractual and legal processes on behalf of the Etudes Board of Directors; establish all administrative policies and procedures.
 - **Fundraising:** Participate in development of grant proposals and other fund raising activities. Identify potential new initiatives and partnerships to generate revenue for the purpose of enhancing the goals of the Etudes organization.
 - Extensive domestic travel required.
 - Perform other related duties as assigned by the Board.
7. Extensive experience (**eight or more years**) leadership in learning technology, educational administration and leadership and / or community software development efforts. Academic experience highly desirable. M.A. / M. S. required.
 8. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of all human beings.

WORKING CONDITIONS:

ENVIRONMENT:

Combination of physical and virtual office environment; regular hours

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read a variety of materials.

QUALIFICATIONS:

1. Demonstrated ability to lead, plan, and support a functionally organized, technically oriented environment, with staff working on a wide variety of technical activities. Ability to forecast, develop and implement organizational and technology initiatives. Ability to think strategically and programmatically as well as successfully manage operations. Ability to set priorities, allocate resources, provide follow-through, assure a well-organized workforce and to provide evaluation of projects.
2. Excellent management skills, and demonstrated ability to lead, motivate and direct professional and technical staff. Demonstrated success in managing fiscal, technology and human resources. Excellent project and product management skills, including demonstrated ability to deliver software on deadlines that meets functional specifications and requirements.
3. Excellent oral, written and interpersonal communication skills. Ability to resolve issues quickly and make decisions that meet the Etudes organization's objectives, in a collaborative culture. Demonstrated ability to communicate consistently, effectively, and tactfully with people at many levels about academic, administrative, and technical topics. Demonstrated ability to develop and maintain effective working relationships.
4. Genuine commitment to the four principles of excellence: Passion, Professionalism, Persistence, and Patience.
5. Ability to strike a balance between time, scope, cost and quality.
6. Exquisite attention to detail.

DATE APPROVED: July 14, 2008