

# Chief Administrative Officer

## Position Summary and Responsibilities

Reporting to the Executive Director/Chief Executive Officer, the Chief Administrative Officer (CAO) will serve as an integral member of the executive team and will be responsible for operationalizing the strategic plans. The CAO is a highly visible and strategic executive with oversight and leadership across finance, talent management and engagement (formerly known as Human Resources), pension oversight, facilities and office management, and board operations.

The CAO will bring innovative thinking and perspective on how the functional areas reporting to him/her should operate. This strategic-minded CAO will come with success in building and leading finance and operation teams that help drive business improvement to fund NSBA's mission. In addition, they will ensure the administrative team provides effective support to the program areas within NSBA.

In close collaboration with the Executive Director/Chief Executive Officer and the executive team, this individual will be instrumental in the continued growth of NSBA and work with the Chief Transformation Officer to implement all plans for new revenue/funding sources. Current revenue generating activities include membership dues, events and convenings, publications, and sponsorships.

*Specific responsibilities will include, but are not limited to the following:*

### Executive Leadership

- Serve as an integral member of senior leadership and close partner to the ED/CEO in driving NSBA's long-term strategy and value proposition;
- Establish a vision and goals for operational performance—develop and execute strategies and tactics that achieve tangible results;
- Serve as a bridge between executive priorities and mandates and delivery of work products, ensure comprehensive plans are in place that maximize mission and revenue generation;
- Serve as a management liaison for relevant board committees, effectively communicating and presenting critical operational matters and performance indicators at select board and committee meetings.

### Staff and Budget Management

- Attract, engage, develop, and retain talent within the staff. Promote a culture of accountability, strong integrity, high performance, meaningful collaboration, and continuous improvement that values learning, a commitment to quality and a commitment to the NSBA mission;

- Manage a teams to include finance, talent management and engagement, facilities and office management, pension oversight, and board operations. Direct reports include the Director of Finance, Director of HR, and Office Services Manager;
- Lead the planning and budgeting process to maintain a sound financial basis for the organization, supporting both short-term and long-term needs and the objectives of the organization;
- Serve as a visible and active member of their team; willing to roll up their sleeves to gain knowledge and understanding of the business in order to drive cross functional coordination;
- Encourage next level leadership through the mentoring of staff; assign accountabilities; set objectives; establish priorities; and monitor and evaluate results.

## Professional Experience/Qualifications

The CAO must be passionate about NSBA's mission and committed to the ideal that public education is America's most vital institution. The organization is seeking a highly credible, proven, and proactive professional with at least 10 years of executive leadership experience in a complex organization. Experience working within a distributed or federated model would be a plus but must have prior pension oversight experience.

The successful candidate will be an inspirational and dynamic leader ideally bringing significant experience in finance, human resources, facilities management, and board operations. This individual will be drawn to NSBA's mission and motivated to contribute to the organization's growth and impact. They will embrace cultural diversity and be dedicated to fostering a work environment that respects individual differences.

*Specific experience, qualifications and characteristics sought include:*

- At least 8-10 years of senior leadership experience with oversight across the finance, human resource, facilities/operations management, and board operations functions;
- A strategic and creative thinker with the agility to balance competing priorities, complex situations, and tight deadlines. Comfortable managing with ambiguity;
- Leadership skills required to define and clearly communicate NSBA's vision and infuse innovative and fresh perspectives in functional operations under the oversight of this position;
- Experience translating strategic vision into operational success, experience setting and measuring performance against targets within a complex and evolving operational environment. The ability to quickly adapt plans as new opportunities and challenges emerge using advanced problem solving and process improvement skills;

- Demonstrated success ensuring budgeting, financial management, and development supports near- and long-term needs and objectives;
- Demonstrated track record in change management; experience developing and implementing strategies that have taken an organization to the next stage of growth;
- Excellent verbal, written, and interpersonal communication skills as well as a track record in presenting to a variety of audiences. The ability to communicate in an ethical and politically sensitive manner; clearly express business goals and objectives; establish mechanisms and encourage the constant exchange of ideas and information up, down, and across an organization;
- Energy, drive, and passion for continuous improvement, both personal and at an enterprise level;
- Strong professional ethics, integrity, and accountability in all actions;
- A dynamic, proactive, inclusive, open, and decisive leadership style. An entrepreneurial planner and builder rather than a "steady-state" manager;
- Strong business acumen, confidence, poise and executive presence;
- Passion for and ideally experience with public education sector.

## **Education**

A bachelor's degree from an accredited institution is required. A master's or advanced degree in related field is desired.