

Maine School of Science and Mathematics

A Residential Community of Academic Excellence

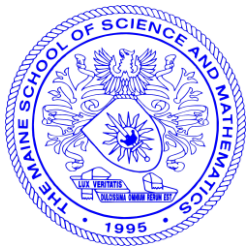
JOB POSTING

Interim Executive Director

Description of Major Job Responsibilities: The Interim Executive Director oversees all aspects of the Maine School of Science and Mathematics (MSSM) including board relations, human resources, finance, facilities, external relations and assumes the responsibility of following Maine statutes with regard to the operation of the school. The Interim Executive Director serves as the school's lead fundraiser, working closely with the MSSM Foundation to ensure the institution has the resources to grow in accordance with its mission. MSSM's Interim Executive Director provides visible, positive leadership to the school community, and champions its mission across the state while cultivating the esteem of all stakeholders.

Characteristics:

- An outstanding, experienced leader, with considerable knowledge of educational best practices and trends, particularly with regard to STEM education.
- A person of strong character and integrity, possessing the courage and organizational vision to lead MSSM to continued levels of excellence.
- An individual with demonstrated ability to create psychologically safe working environments; to assist others in defining their values by living his or her own; to develop trust among constituents; and to promulgate and practice resilience skills for faculty, staff, and students.
- An individual committed to fostering and sustaining a clear organizational focus and commitment on Diversity, Equity, and Inclusion (DEI), including the continued development of a diverse, equitable, and inclusive workforce.
- A person at ease in public settings and motivated by public educational needs.
- An individual who demonstrates the ability to serve as both internal and external spokesperson for the school, who embraces and embodies its core values and traditions and effectively communicates them to the school's multiple constituencies.
- An outstanding oral and written communicator, with demonstrated commitment to transparency in all decision-making processes.
- An individual with demonstrated ability to lead a state-funded yet highly independent entity, to build constructive relationships with state officials and political leaders, and to effectively communicate the school's role in workforce development.
- A leader capable of managing the finances and infrastructure of an educational facility undergoing transition and growth.
- An individual with demonstrated capacity to actively engage all MSSM stakeholders with a strong sense of commitment and responsiveness to the needs of the school.
- An individual with the capacity to provide the opportunity and encouragement to faculty and staff to develop and implement innovation and achieve excellence consistent with the school's mission.
- An individual with demonstrated critical decision-making skills, who is thoughtful and clear about the basis of decisions, with the capacity to provide guidance along the path to successfully executed action plans.



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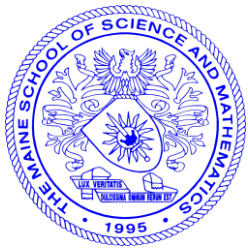
- An individual who recognizes the value of balance between academic rigor and student health and safety.
- A willing partner of the Board of Trustees, working to ensure the successful strategic direction and fiscal stewardship of the School.

Position Requirements:

- Master's degree or above, preferably in educational leadership
- Demonstrated educational/organizational leadership for a minimum of four years

Performance Expectations:

- **Board of Trustee (BOT) Relations:** Cultivate board participation, keeping trustees informed of institutional activities, external relations, challenges, successes, and any information important to the school's successful operation.
- **Foundation:** Support the MSSM Foundation's leadership team in setting and aggressively pursuing appropriate fundraising goals, and actively assist in meeting those goals.
- **Human Resources:** Hire, retain, and develop a diverse, engaged and exceptional faculty and staff to ensure that MSSM successfully operates and accomplishes its mission and vision.
- **Fiscal Responsibilities:** Ensure MSSM's short- and long-term fiscal viability by overseeing all aspects of the school's financial operations from day-to-day accounting and budgeting to long-term strategic planning and fundraising.
- **Facilities:** Oversee all aspects of school-owned facilities and grounds for the safety and wellbeing of all constituents, oversee and coordinate the maintenance of all leased facilities, and ensure MSSM has the facilities to successfully complete its mission.
- **Information Technology:** Ensure MSSM's Information Technology and telecommunications is up-to-date, efficient and meets the needs of its programming goals.
- **Programming & Residential Life:** Ensure successful oversight and execution of all activities, programs and residential life undertaken by MSSM.
- **Communication and Interpersonal Skills:** Foster healthy, transparent, and clear communication with MSSM's faculty, staff, boards, parents, students, and external stakeholders, and develop strong positive relationships with the same.
- **Leadership:** Provide effective leadership inside and outside the school community to promote MSSM's long-term stability and emphasize the importance of leadership within the student, faculty, and staff community.
- **External Relations:** Build transformative relationships with institutions and individuals throughout Maine to advance the school's mission and build public awareness and support of MSSM.
- **Professionalism:** Engage in the highest standards of integrity and respect as the leader of the school.



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Application Requirements and Process:

- Compensation is commensurate with experience. Comprehensive benefits are included in the overall compensation package.
- The successful candidate will become Interim Executive Director on May 30, 2021.
- If you are interested in this position and meet the eligibility requirements, please complete and return an MSSM application for employment (Administrative):
<https://www.mssm.org/about/employment-opportunities>, cover letter, curriculum vitae, transcripts and three references for contact to Tracy Moore via email: moore.tracy@mssm.org, or fax at 207-325-3340 with Interim Executive Director in the Subject Line.

MSSM is an Equal Opportunity Employer