

## **ANNOUNCEMENT of Search**

### **School Sisters of Notre Dame Educational Center (SSNDEC) Executive Director**

The SSND Educational Center, Inc. located in Queens, New York empowers underserved women of all races and faiths to reach the fullness of their potential. Two programs, English as a Second Language (ESL) and High School Equivalency (HSE), are offered to women 20 and older in a small faith-based non-profit. This School Sisters of Notre Dame sponsored Center is rooted in the belief that women are agents of transformation for the family, society, and the world.

The Executive Director is responsible for carrying out the mission of the Center as well as leading the staff in planning and visioning. Key to this responsibility is the SSND vision of education as stated in the Constitution of the School Sisters of Notre Dame: *enabling persons to reach the fullness of their potential as individuals created in God's image and assisting them to direct their gifts toward building the earth.*

For a full job description, please [click here](#) or visit our website at <https://www.ssndecwomens.com>

Applications can be submitted to [apply.ssndec@gmail.com](mailto:apply.ssndec@gmail.com)

Applications should include: a letter of interest which includes your philosophy of education and leadership, a resume and three professional references.

Salary Range of \$60,000 to \$72,000 plus benefits.

**Review of applications will begin mid-February 2023.**

Process will be closed when a suitable applicant is selected.

December 13, 2022

**School Sisters of Notre Dame Educational Center**  
**8704 88<sup>th</sup> Avenue**  
**Woodhaven, New York 11421**

**Executive Director**

**Start Date: July 1, 2023 (negotiable)**

**MISSION:** *Within a safe and welcoming environment the Center provides programs that educate and nurture the whole person. This Catholic sponsored Center is rooted in the belief that women are agents of transformation for the family, society, and the world. The School Sisters of Notre Dame Educational Center, Inc. located in Queens, New York empowers underserved women of all races and faiths to reach the fullness of their potential.*

**OPPORTUNITY**

The Executive Director is responsible for carrying out the mission of the Center. The Executive Director leads the staff visioning and planning for the multi-level English as a Second Language (ESL) and High School Equivalency (HSE) programs for the Center. Key to this responsibility is to embody the charism of the School Sisters of Notre Dame in all aspects of Center life.

The Executive Director reports to the Board of Trustees via the chair. The board is looking for someone to be responsible for the following areas:

**Community Advocate and Leader**

- model integrity, transparency and empathy;
- lead by personal example; and
- establish and maintain positive relationships with the Woodhaven community and other regional community organizations.

**Administrator**

- develop organizational goals and objectives consistent with the mission and vision of the Center and operational policies for effective ESL and HSE programs;
- oversee all programs, services and activities to ensure that program objectives are met;
- oversee development and works with the development assistant;
- ensure compliance with funding services and regulatory requirements;
- provide information for evaluation of the organization's activities;
- build relationship with diocesan and government personnel as appropriate; and
- oversee maintenance of the Center.

### **Fiscal Management**

- develop, recommend, and monitor annual budget;
- ensure effective fiscal accountability;
- approve expenditures;
- provide for proper fiscal record-keeping and reporting;
- submit quarterly financial statements to the board of trustees; and
- prepare and submit grant applications and funding proposals as appropriate.

### **Personnel**

- administer board-approved personnel policies;
- ensure proper hiring and disciplinary actions; and
- ensure adequate supervision and evaluation of all staff and volunteers.

### **Board Relations**

- assist the board chair in planning the agenda and materials for board meetings;
- initiate and assist in developing policy recommendations and in setting priorities;
- assist with the orientation of new board trustees;
- staff board committees as appropriate; and
- participates as ex-officio on all committees.

### **QUALIFICATIONS**

The Executive Director will be thoroughly committed to the Center's mission. All candidates should have proven leadership and relationship management experience.

The following qualifications will be considered:

- advanced degree and/or certification, ideally in education or related fields, and experience with English language learners preferred,
- three years of leadership experience,
- unwavering commitment to quality programs,
- experience working with boards of directors/trustees with the ability to cultivate existing board member relationships,
- strong public relations and fundraising experience with the ability to engage a wide range of stakeholders and cultures,
- ability to maintain a collaborative and participative environment for staff, volunteers and for women who participate in Center programs,
- strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal skills, and
- willingness to participate in the SSND Ministry Formation Program.

December 13, 2022