

The National Council for History Education (NCHE), a non-profit dedicated to promoting historical literacy in schools and society, seeks an Executive Director whose dynamic leadership will inspire, inform, and engage our members and the general public in promoting the teaching and learning of history. The successful candidate will possess a diverse set of skills in leadership, marketing, aspects of management, and communication. Working from your home, NCHE's new Executive Director will work closely with our Board of Directors, fostering collaboration with other organizations and advocating for historical thinking as a fundamental element of engaged citizenship.

NCHE believes that history belongs in the school programs of all students, regardless of their academic standing and preparation, of their curricular track, or of their future plans. Through our annual conference and various colloquia that emphasize content-centered pedagogical practices, NCHE works to provide teachers with transformative professional development. As committed advocates for the teaching and learning of history, NCHE readily connects all teachers with diverse resources that will improve their students' understanding of the study of history and strengthen students' historical literacy.

Responsibilities:

Organizational Leadership – establish and maintain relationships with a large, diverse, working Board of directors and manage a small staff effectively; provide new and innovative leadership for the organization; set priorities and demonstrate sound judgment and decision-making skills with respect to those priorities; oversee and manage multiple projects simultaneously; lead the process of ongoing strategic planning.

Development – increase, strengthen, and diversify funding sources; create and cultivate relationships with key stakeholders, donors, foundations, and corporations; secure grants to fund programs.

Financial Management – direct all aspects of NCHE's financial management, including working closely with the organization's outside accountant; taking ownership of all monthly, quarterly, and annual financial reports of an organization with approximately \$500,000 in revenues; working with the finance committee of the Board to manage NCHE's financial assets; and leading the effort to develop an annual budget to be approved by the Board.

Program Management – oversee all NCHE programs and services, including but not limited to the annual conference and a variety of professional development programs.

Membership – communicate effectively with and respond to the priorities of members; monitor and analyze membership trends to enhance member recruitment and retention; foster relationships between NCHE and its affiliated State Councils.

Community and Public Relations – design outreach, represent, and promote NCHE as an organization that advocates for history educators, broadly conceived; use social media and traditional forms of communication effectively to foster collaboration with other organizations and to capture the attention of potential sponsors.

Personal Traits/Characteristics:

Demonstrate positive communication and interpersonal skills that foster consensus-building and collaboration among potential partners, staff, and members; value transparency in all practices; exhibit

professionalism and self-motivation; model accountability; support diversity and multiple perspectives; listen carefully; set priorities when faced with multiple tasks, make progress, and meet deadlines.

Qualifications:

- Knowledge of and appreciation for NCHE's history and its nearly 30-year record of providing outstanding professional development and advocating for history education, K-16;
- Demonstrated understanding of professional development for teachers;
- Minimum 5 years of non-profit experience preferred, including fiscal management, program development, and fund development;
- Ability to work remotely from your home and communicate effectively via email, phone, video-conference, etc.;
- Willingness and ability to travel (approximately 10% of work time devoted to travel).

Compensation: Salary of \$60,000 - \$70,000 annually (commensurate with experience) and benefits including paid vacation, medical and 401K contribution.

Submit an application packet that includes a cover letter, resume, one letter of recommendation, the names of two to three additional references, and a 500 word position statement outlining your vision regarding NCHE's role in history education to: Sarah Drake Brown, Chair, NCHE Board of Directors at boardchair@nche.net. All documents should be consolidated into one PDF file and submitted electronically to the email address listed above. Applicants will receive confirmation of submission via email. Applications will be reviewed on a rolling basis, with no applications accepted after June 14, 2019. NCHE expects to fill the position by August 1, 2019.