



## Position Description: Associate Director of Board-Governance

Building Excellent Schools (BES) is a trailblazing nonprofit that raises the quality of urban charter schools by supporting entrepreneurial individuals to design, found, lead, and sustain schools in underserved communities. The BES Fellowship, launched in 2001, has resulted in the incubation and establishment of more than 100 schools – in 25 cities across the country – that are closing the achievement gap and serving as national models of superior performance.

BES now seeks an **Associate Director of Board-Governance** with the communication, evaluative, and organizational skills to coordinate the creation of exemplary founding boards for BES Fellow-founded schools and to transition these founding boards into governing boards upon chartering.

Reporting to the Director of Board Governance, primary responsibilities of the Associate Director of Board Governance include:

- Assisting with identifying, cultivating, screening, and approving founding board members for BES Fellow-founded schools;
- Monitoring progress of board development for each school;
- Coaching during development and implementation of monthly governance trainings with founding board;
- Being present, providing feedback on monthly board development assignments relative to trustee and governance portions of national charter applications; and
- Providing ongoing coaching, mentoring, troubleshooting around board development.

A successful applicant will have:

- Commitment to mission of BES
- Previous governance experience (1-3 years) in the nonprofit or charter school world;
- Understanding of key components of effective governance;
- Strong group facilitation skills and previous training experience;
- Comfort as coach, mentor, and trainer;
- Ability to be supportive and voice difficult opinions/observations when needed;
- Ability to travel to BES target cities frequently; and
- Ability to work some nights and weekends (board trainings, meetings, retreats)

To apply, please email (1) a resume, and (2) a thoughtful cover letter outlining how your skills and experience meet the qualifications of the position to Linda Brown, Chief Executive Officer, at [lbrown@buildingexcellentschools.org](mailto:lbrown@buildingexcellentschools.org)

Building Excellent Schools trains high-capacity individuals to take on the demanding and urgent work of leading high-achieving, college preparatory urban charter schools.

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