

**Position Description: President & Executive Director**  
**The School for Ethical Education (SEE)**

The President and Executive Director is The School for Ethical Education's (SEE) educational leader, chief spokesperson and an executive officer. The Executive Director supervises any staff and contracted work in carrying out the Organization's programs in accordance with SEE's mission and policies established by the Board of Trustees and is responsible for management of SEE's budget and for leading development efforts.

**Reporting Relationships**

The Executive Director is appointed by the Board of Trustees and holds office at the pleasure of the Board. The Executive Director's employment is governed by the personnel policies of the Organization. The Executive Director works with SEE board members and committees and reports to the Board Chairman, the Executive Committee, and to the full Board of Trustees at regular meetings.

**Qualifications**

SEE is seeking a leader who has a successful record of accomplishments in a public or private organization, who is well-respected and known for excellence and integrity, and is committed to fostering virtue-based strategies that support the goal of ethical character formation in young people.

The ideal candidate will have a broad base of knowledge of K-12 education with specific knowledge and experience in character education. Additionally, the ideal candidate will have a professional background and experience that demonstrates the ability to build alliances among multiple constituencies.

To be successful, candidates will need to possess proven skills in the areas of professional development course design and presentation, organizational management and development, and financial management. In addition, candidates will need to demonstrate a history of success in working with a governing board, other nonprofit and government agencies, and educational professionals.

Specific skills, abilities, and attributes necessary for success in this position include:

- Clear personal integrity.
- A strategic thinker who is visionary and innovative, models excellence and is oriented to the future while building on the past.
- An effective communicator with outstanding oral and written communication skills both in-person and online.
- A personal commitment to virtue-based ethics and character education as a national priority.
- Recognition and skill to implement SEE programs with online platforms.
- Proven fundraising abilities.
- An individual willing to travel as opportunities arise to advance SEE programs.

**Major Responsibilities**

- Serves as an executive officer as President and administratively as the Executive Director of the Organization.
- Serves as the chief spokesperson for the Organization.
- Provides leadership in recommending and sustaining programs and plans for improving organization services.
- Maintains copies of up-to-date Organizational Bylaws, Policies, 990 filings, and audits.
- Performs duties and discharges responsibilities in conformance with the SEE Policies and Bylaws.

- Has general charge of the SEE staff and freedom to organize, re-organize and arrange the duties of staff; establishes job descriptions and assures that an annual evaluation of each staff member is accomplished; has authority to hire and fire staff members within budgetary limitations.
- Makes contracts on behalf of the Organization within limits of bylaws and annual budget.
- Has general charge of the business affairs of SEE subject to the general direction and control of the Board of Trustees and the annual approved budget.
- Prepares annual budget with policies governing contributions by the Organization's endowment.
- Prepares financial reports for Trustee meetings and an annual budget report to include a report from the Organization's endowment manager.
- Forges relationships between the Organization and other agencies to advance SEE's mission.
- Assures that the Organization retains and improves its financial and organization viability.
- Administers all budget matters in an orderly and concise manner and assures the completion of annual tax filing and audit.
- Maintains required State of Connecticut filings for active corporations and charitable agencies.
- Performs other such duties as may be assigned by the Board of Trustees.

### **Education**

The ideal candidate will have an advanced degree in an academic field supporting ethics, moral, and character education of children and youth.

### **Location**

The School for Ethical Education is located in Milford, Connecticut.

### **Compensation**

Baseline compensation for this position is based on the candidate's background, experience, and the Organization's endowment principle.

### **Application**

Interested candidates should submit a cover letter and resume via email to Dr. Wangaard and complete the SEE online employment application form at <https://www.ethicsed.org/employment.html>. Recruitment will continue until the position is filled or closed.

### **Point of Contact**

For further information concerning this opportunity please visit the agency website at [www.ethicsed.org](http://www.ethicsed.org) or contact:

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