



**N A P E**  
National Alliance for  
Partnerships in Equity  
Education Foundation

On behalf of our client, **NAPE**,  
Raffa Executive Search is conducting a retained search for their

# Chief Executive Officer

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### Position Profile

## **National Alliance for Partnerships in Equity & The NAPE Education Foundation**

### **Chief Executive Officer**

Gap, Pennsylvania

The National Alliance for Partnerships in Equity (NAPE) and the NAPE Education Foundation (NAPEEF) seek a strong, experienced leader to lead an organization doing important work to its next level of strategic growth and development. The joint mission of NAPE and its Education Foundation is to build educators' capacity to implement effective solutions for increasing student access, educational equity, and workforce diversity.

### **The Organization**

NAPE is a membership-based organization of state agencies, local school districts, colleges, universities, businesses, and individual members. It is governed by an Executive Committee and decisions made by its membership. The NAPE Education Foundation, Inc., was established in 2002 as a 501(c)3 organization to obtain resources to support the needs of NAPE's constituents.

As the nation's leading professional educational equity alliance, NAPE/NAPEEF focuses on educators at the middle school, high school and community college levels. It delivers professional development, tools and resources, public policy advocacy and technical assistance in addition to conducting research to enhance students' career options.

NAPE/NAPEEF share a mission, vision and values. Together, they envision a world where every student can realize his or her potential in high-wage, high-skill, new and emerging, and high-demand careers. To do this, their work focuses on increasing the enrollment, retention, and performance of underrepresented students in science, technology, engineering and mathematics (STEM) and career and technical education (CTE).

They accomplish this through the following four lines of business:

- **Professional Development:** Designed to ensure access and equity in programs preparing students for college and careers by providing multiple options for awareness and skill building for educators, administrators, and counselors:
  - One- to eight-hour or multiday workshops
  - Daylong to yearlong institutional and classroom transformation programs
  - Online courses
  - Webinars, toolkits, and thousands of effective practice resources from around the nation
- **Research and Evaluation:** Dedicated to quality research, evaluation and partnerships with top research institutions supporting the implementation of NAPE/NAPEEF's effective practices and programs for access and equity in education.
- **Technical Assistance:** NAPE/NAPEEF have the dedicated expertise to provide technical assistance for federal, state, and local education agencies in the areas of

career and technical education, STEM education, special populations, civil rights compliance, and equity in education programs.

- **Public Policy and Advocacy:** NAPE's Public Policy team monitors federal legislation and regulatory policy addressing access, equity, and diversity in classrooms and the workplace. NAPE also maintains an annual public policy agenda, hosts a public policy day on Capitol Hill, and provides monthly, members-only e-news updates and legislation-specific web pages.

In April of each year, NAPE holds the National Summit for Educational Equity in the Washington, DC area to provide professional development on a variety of research-based, effective and promising practices in advancing student achievement through educational equity. This four day conference with keynote speakers, workshops, networking opportunities, and other professional development activities inspires participants to take action. The conference attendance is currently at 350, with growing outreach and attendance each year.

The NAPE Education Foundation is a virtual organization that is highly regarded and well positioned in its niche. It is governed by a 16-person Board of Directors. The Chief Executive Officer (CEO) reports to the Board which oversees strategic priorities, evaluates effectiveness, and provides financial oversight. Its consolidated annual budget is approximately \$2.7M. There are 10 staff members in 6 virtual locations in addition to 60 consultants who serve as professional development instructors across the country. The CEO has 6 direct reports: Director of Professional Development, Director of Special Projects, Director of Texas Projects, Senior Policy Advisor, Manager of Finance and Administration, and an Administrative Assistant.

For more information, visit <https://www.napequity.org>

## **The Position**

The CEO must embrace the shared mission of NAPE and the NAPE Education Foundation and be committed to advancing the organizations, providing sound fiscal management, and sustaining positive relationships with the Board, Executive Committee, staff, members, partners, funders, and other stakeholders. The CEO will demonstrate strong integrity and personal and strategic leadership. The CEO will develop internal relationships, build the culture, and advance programming.

## **Key Responsibilities**

NAPE/NAPEEF's next CEO will:

- Be the public face of NAPE and maintain the organization's standing as a respected leader in its field.
- Advance the joint strategic priorities in a manner that reflects NAPE/NAPEEF's values.
- Provide strategic management and fiscal leadership that supports current programs and services, increases revenue, and strengthens the financial health of the organization.
- Foster and maintain excellent working relationships with staff, the Board of Directors, Executive Committee, members, partners, funders and stakeholders; and ensure that the organizational culture is one that is diverse, values-based, transparent, and highly communicative.
- Assess existing partnerships and relationships, and cultivate and grow relationships with key external stakeholders.
- Deliver professional development as necessary, such as keynote addresses, workshops, and other NAPE/NAPEEF comprehensive educational equity programs.

## **Strategic Priorities**

Over the next three years NAPE and the NAPE Education Foundation plan to:

- Increase the number of students impacted;
- Continue targeted, measured growth; and
- Stabilize and streamline operations to prepare for faster scaling up.

The 12 – 18 month priorities for the next executive are to:

- Quickly understand the business model, operations and functions within the organization and determine capacity building needs and opportunities;
- Become the face and voice of NAPE and the NAPE Education Foundation;
- Develop a multi-year strategic plan in partnership with the NAPE Executive Committee and NAPE Education Foundation Board of Directors that supports ongoing strategic growth;
- Establish relationships and a regular communication pattern with the board, executive committee, staff, partners, funders and key stakeholders;
- Determine the most appropriate national office location;
- Provide leadership to NAPE/NAPEEF regarding a broad-based public policy agenda;
- Prepare for the reauthorization of the Perkins Act and development of new programs to provide state and local technical assistance and professional development resulting from new equity provisions in the law;
- Expand resources and diversify funding;
- Continue to oversee the development of excellent tools and resources;
- Develop a marketing and communications plan; and
- Assure that the organization's infrastructure (systems, policies, and procedures) is appropriate and scalable following the recent era of quick growth.

## **Experience and Attributes**

Ideal candidates for this position will reflect NAPE/NAPEEF's core values and will demonstrate an ability to serve as an engaged, inspiring, innovative, and visionary leader. Candidates will bring a variety of experiences and attributes to NAPE, including:

- A passion for championing equity, equal access, and diversity in education;
- An authentic leader with strong interpersonal skills and ability to articulate a vision;
- An understanding of nonprofit leadership, including membership organizations;
- A strong fundraising record including experience with government and foundation grants and corporate and individual giving;
- Demonstrated business and financial management skills, including the ability to create, review and analyze budgets and financials;
- Experience with organizational growth, program scaling and an understanding of organizational development;
- Experience working with a Board and Board committees, and developing engaged and effective guidance;
- Strong leadership and management skills with a calm demeanor and an inclusive style that encourages staff in ways that motivate them to perform at their best, and provides opportunities for professional advancement;
- Knowledge and experience with process development and technology to sustain growth;
- Technologically savvy, with the ability to manage a virtual organization;

- Understanding HR laws in order to be compliant with state and federal employment regulations;
- A proven networker with experience developing relationships with staff, board, stakeholders, policy makers and decision-makers;
- A visionary who is a strong spokesperson for, and positive face of the organization with the ability to promote NAPE/NAPEEF's work;
- Ability to travel an estimated 30% of the year, with less travel in summer and more during the school year;
- Ability to analyze legislative issues and recommend a public policy position for NAPE;
- A masterful communicator and excellent listener with a strong ability to build trust among a wide range of constituents;
- Experience in or knowledge of public education, including Career and Technical Education and STEM education;
- MS/MA required; Ph.D./ED.D preferred.

### **Location**

Currently the national office is located in Gap, PA. NAPE/NAPEEF expects that the national office location will be moved to the Washington, DC area in the coming year.

### **Compensation and Benefits**

Compensation is commensurate with experience and includes a competitive benefits package.

### **Application Process**

To apply, email the following to [NAPE@raffa.com](mailto:NAPE@raffa.com):

- A letter of interest that includes a summary of qualifications related to the responsibilities, desirable background, and skills;
- A resume including a list of public-speaking presentations;
- A writing sample authored by you alone (such as an article, report, grant application or other document).

*NAPE is an Equal Opportunity Employer/Affirmative Action Employer and does not discriminate in hiring on the basis of race, color, national origin, sex, gender identity, sexual orientation, religion, age, disability, protected veteran status, or any other characteristic protected by federal, state or local law. Women and persons of color are encouraged to apply.*