**Executive Director of Catherine Hershey Schools for Early Learning**

Catherine Hershey Schools for Early Learning has retained the services of the executive search firm Korn Ferry to conduct this important search**. All inquiries, nominations, and applications should be submitted to Korn Ferry at** [**Josh.Ward@KornFerry.com**](mailto:Josh.Ward@KornFerry.com)**. As applicable, Korn Ferry will provide candidates the full job description upon request**.

Initial applications should consist of two documents. First, a comprehensive resume or curriculum vitae. Second, a letter of interest describing why you are interested in both the role and Catherine Hershey Schools for Early Learning, why you are a good fit for the position based on your experience, and why now is a good time for you to consider the opportunity. For priority consideration, please submit application materials in confidence by **February 15, 2020**.

**Job Description Extract** *(Full Job Description Available Upon Request to Korn Ferry)*

For more than 100 years, Milton Hershey School (MHS) has helped children realize their full potential by offering a top-notch private, cost-free education to students in pre-kindergarten through 12th grade from income-eligible, and at-risk families. **To expand and enhance the impact of Milton and Catherine Hershey’s vision, the new Catherine Hershey Schools for Early Learning (CHS), a separate subsidiary of MHS, will offer a cost-free, non-residential Early Childhood Education (ECE) program.**

Led by the CHS Board of Directors, CHS is committed to maintaining MHS’s tradition of excellence, while operating independently of the MHS core model. **To lead this exciting new venture, the Catherine Hershey Schools for Early Learning Board of Directors is seeking an extraordinary leader as its inaugural Executive Director.**

**The Executive Director of CHS will be an inspirational leader eager to make a difference in the field of Early Childhood Education**. This highly visible leadership role will help shape and implement the initiative’s strategic vision. The Executive Director will excel at working on complex problems and collaboratively crafting solutions that bring transformational change in the lives of children. The Executive Director is a forward-thinking, passionate leader who has an excellent track record of developing meaningful relationships with senior stakeholders. The successful Executive Director is a natural leader and creative collaborator who can build and lead a team. Ideal candidates have a positive attitude, a collaborative spirit, and inspire people to give their best. The Executive Director is expected to demonstrate a standard of excellence through their leadership and their example and strength of character.

# Responsibilities:

The Executive Director of CHS will have the following responsibilities:

* Implementing a strategic vision for CHS aligned with the MHS tradition of excellence
* Ensuring consistent high-quality programming and operations at all CHS centers in alignment with the strategic plan and approved educational outcomes
* Driving attainment of initiative launch timeline, including the opening of six high-quality centers by 2027
* Communicating the strategic vision of the initiative to key stakeholders, including to the general public
* Leading key stakeholders to develop, implement, and continuously improve an integrated vision
* Recruiting, retaining, and managing the CHS Central Office leadership team as well as key center-level leadership roles
* Developing and maintaining relationships with key ECE organizations and experts
* Creating strong relationship within the local community in collaboration with each Center’s Director
* Developing and fostering relationships with target partners for the CHS initiative
* Generating support and inspiration for CHS, internally and externally
* Preparing and operating within the annual budget for CHS
* Cultivating an inclusive, welcoming environment for all CHS staff
* Synthesizing and summarizing complex information for communication purposes
* Developing and maintaining CHS policies to ensure consistency across centers

# Desired Qualifications:

The ideal Executive Director of CHS will have the following qualifications and characteristics:

* Significant experience leading teams in the education space with a successful record of spearheading child-focused/early childhood education initiatives
* Exceptional communication skills (written, verbal, and platform)
* Impeccable integrity as the leader of the initiative and role model for all students
* Commitment to the mission and values of CHS and MHS
* Exceptional interpersonal skills, including the ability to influence, lead, educate, and collaborate
* Exceptional organizational and time management skills
* Eager to be held accountable and receive feedback
* Ability to work well across functions and departments to forge strong cross-disciplinary relationships
* Experience achieving strong demonstrated outcomes of aggressive goals and developing highly productive teams
* High degree of initiative demonstrated by pro-active action aligned with organizational goals
* Demonstrated success in cultivating an inclusive and welcoming environment
* Experience engaging with key stakeholders, including families, government/community stakeholders, and more
* Success in setting priorities in dynamic environments
* Proficiency in using technology, including MS Office and social media
* Previous experience in new venture or similar entrepreneurial, and high-growth settings
* Fluency in Spanish would be a plus

# Education:

An undergraduate degree is required. A master’s degree (MS, MBA, MEd) is preferred.