



## Center for Law and Education (CLE) Seeks Managing Director

### About CLE

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The [Center for Law and Education \(CLE\)](http://www.eostransitions.com) is a non-profit resource, advocacy, and support organization that is committed to advancing the right of all students to a high-quality public education. Rooted in both civil rights and school reform, CLE addresses systemic barriers that impede low-income students – disproportionately students of color, English learners, immigrant youth, and students with disabilities – from learning to high standards and staying in school to learn. Founded in 1969, CLE engages in legislative and administrative policy advocacy at federal, state, and local levels, and has played a key role in shaping major provisions of the laws and regulations governing federal education programs. Over the past six decades it has also litigated landmark cases that, for example, articulate the right of African American students to equal educational opportunities, ensure students facing disciplinary exclusion have due process rights, and establish the right of students with disabilities, including incarcerated and detained youth, to receive meaningful and appropriate specialized instruction. CLE is currently challenging discriminatory policies that prevent emergent bilingual students with disabilities from receiving specialized instruction in their native language, and that deny low-income students' admission to public career and technical high schools and programs in Massachusetts. CLE's work has predominantly focused on K-12 public education.

### The Opportunity

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CLE is seeking an experienced and dynamic Managing Director in its Boston headquarters at this pivotal time of growth and opportunity to build on CLE's 54-year history as a resilient and committed national legal and policy organization which has successfully conceptualized and advocated for key legislative and policy initiatives to ensure high-quality education for all students, led groundbreaking impact litigation in defense of the civil rights of students based on race, national origin, gender, disability and language status, and worked with partner organizations and school communities for systemic change. CLE seeks candidates with a demonstrated commitment to racial equity and justice, and significant experience with school/policy reforms, network building, fundraising, and development.

Reporting to CLE's Executive Director, who is based in Washington, D.C., the Managing Director will assist in overseeing programs and initiatives and contributing to long-range strategic planning to bolster and expand CLE's national impact. The Managing Director will be a member of the leadership team in a key role that represents an opportunity for professional growth.

Among the range of executive functions, the Managing Director will focus on funding/development, daily administrative operations, and collaborative work on educational policy issues:

#### Fundraising, Development, and External Relations

- Create new and diverse funding strands to ensure sustainable funding linked to strategies that promote successful educational outcomes.
- Actively steward CLE donors, leading all stages of the fund-raising cycle.
- Represent CLE externally and cultivating a network of trusted relationships with national, state, and community leaders, entrepreneurs and investors, philanthropic partners, government, nonprofit, and business leaders, and prospective partner organizations.

## **Program**

- Foster opportunities for convening learning and collaboration for collective impact among students, families, advocates, educators, and members of the broader school community.
- Collaborate with CLE's Executive Director and the Legal Director to initiate and carry out new strategies and approaches to help achieve the organization's vision, strategic priorities, and goals designed to remove barriers to learning for all students and promote effective systemic change in public schools across the country.
- Help Identify, build, and nurture national and state education, policy, and advocacy partners to implement integrated advocacy and reform campaigns and high impact strategies utilizing legal, strategic communications, public education, legislative and community mobilizing programs.
- Otherwise contribute knowledge of educational research, policy, and school reform to CLE's work.

## **Administrative Operations**

- Responsible for HR supporting professional development, leadership growth and job satisfaction of a small diverse staff through inclusive, collaborative, equitable, and effective management practices.
- Assist in developing and overseeing the program budget, including expense and revenue projections.
- Implement structure, administrative processes, and policies to support and retain staff while holding high levels of accountability.
- Take responsibility for administrative compliance, grant management, budgets, and financial reporting.
- Oversee business operations and office management (e.g., facilities, IT, purchasing, etc.).
- Support an inclusive climate that fosters transparency, trust, and shared decision-making.

## **Profile of the Ideal Candidate**

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CLE is seeking a strong, thoughtful communicator and team leader who shares its mission-driven focus to make the right of all students to a high-quality education a reality. The ideal candidate will have many of the following attributes:

- Experience and relationships in the philanthropic, nonprofit and/or business sectors, with (a) a track record of securing financial resources from a variety of sources, building awareness of and support for important endeavors, and successfully cultivating and stewarding donors over time; and (b) direct experience with grant writing.
- Depth of understanding of education policy, research, and reform is a big plus, including understanding of the state and national education landscape and knowledge of the critical educational and social/economic issues adversely affecting the array of diverse students from low-income families.
- A proven commitment to bringing a racial equity lens to their work along with a deep understanding of how systems of oppression have affected diverse communities, including students and their families experiencing poverty.
- Passion for and a demonstrated commitment to social change.
- Experience in administrative, program operations, grant and budget management, and HR.
- Strong analytical skills, excellent verbal and written communication skills, and the ability to represent CLE at the national, state, and community levels in a professional, engaging, and dynamic manner.
- A successful track record in environments holding positions of increasing complexity and responsibility and leading teams to achieve ambitious goals.
- Demonstrated experience developing effective working relationships with people from diverse backgrounds, leading groups, developing talent, and following a collegial and team-building approach that engenders trust, with an eagerness to work hands-on to grow and strengthen organizations.

An advanced degree in education policy, business, philanthropy, and/or social sciences is strongly preferred. ***A law degree is not required.***

### **Compensation and Benefits:**

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This is a full-time position, based in Boston MA. The salary is \$115,000 with a benefits package that includes health and dental insurance, short and long-term disability and life insurance paid 100% by CLE, generous paid time off and other benefits.

### **Application Process and Additional Information**

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The Center for Law and Education is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ applicants.

Candidates must provide a resume and cover letter that describes how your qualifications, experience, and passions support your candidacy and match the needs and mission of CLE. Also include a writing sample that demonstrates analytic skills dealing with a complex subject important to you.

Due to the pace of this search, we encourage interested applicants to apply immediately. Applications will be accepted until the position is filled.

Submit required documents at: <https://eostransitions.applicantpool.com/jobs/>

Eos Transition Partners consultant Patricia Duarte is conducting this executive search. All submissions will be acknowledged and are confidential, and any questions must be submitted to Patricia at [pduarte@eostransitions.com](mailto:pduarte@eostransitions.com).