

ANNOUNCEMENT OF VACANCY

POSITION

Director – REL

Executive Offices – Position Number 10-02

Level 24

DESCRIPTION

Education Northwest improves educational results for children, youth, and adults by providing research and development assistance in delivering equitable, high-quality educational programs. Education Northwest is a private, nonprofit corporation which has served the Northwest region since 1966 as its Regional Educational Laboratory under contract with the U. S. Department of Education, as well as other federal, state, and local agencies and organizations.

The Director of REL will be responsible for directing the operation of Regional Educational Laboratory (REL) Northwest. REL Northwest is one of 10 federally-funded, regionally-based research and technical assistance institutions.

DUTIES

The Director of REL will serve as the leader and supervisor of a group of professional and support staff:

- Supervise and coordinate the work of a staff of approximately 30 individuals heading up tasks within the project to produce timely, high quality work
- Monitor all project expenditures and deliverable timelines to assure timely deliverables that are within budget
- Assure the quality of all plans, products, and activities of the project
- Lead the planning and writing of the annual project plan and budget
- Maintain effective client relations
- Cooperate and coordinate with other RELs in the national system, and work with them to achieve REL system objectives
- Supervise and assure the quality of the work produced by all subcontractors and consultants
- Serve as the chief public representative of REL Northwest
- Serve as a senior leader at Education Northwest

PROFESSIONAL QUALIFICATIONS

Education/Training: Doctorate degree in education, educational research, or an allied social science field and seven years experience in education OR Masters in education,

educational research, or an allied social science field and 10 years experience in education.

Experience: The successful applicant should have the following skills, knowledge, and abilities

- Recognized national or regional leadership in educational research, evaluation, or technical assistance
- Demonstrated experience in leading government-funded, large-scale research and technical projects in excess of two million dollars per year
- Demonstrated ability to lead and manage multiple, team-oriented projects that engage 30 or more staff members at a time to produce high quality, timely products and services
- Knowledge of federal educational R&D legislation and infrastructure
- Established professional network of national leaders in the educational R&D field
- Experience in developing strong working relationships with clients
- Team orientation to the design and operation of large-scale projects
- Strong interpersonal and relationship-building skills
- Strong written and oral communication

Leadership and Management Skills:

- Prioritize tasks and assign appropriate timelines and personnel for their completion
- Assess and enhance individual staff member abilities, to build on strengths and minimize weaknesses
- Promote high levels of job satisfaction and engagement of all supervised staff
- Monitor and adjust workflow and expenditures on all contracts and grants to maximize efficient resource use
- Negotiate details for service delivery
- Maintain strong client satisfaction with all supervised work
- Work collaboratively with other leaders and managers across the organization to promote accomplishment of the organization's mission and organizational sustainability
- Apply Education Northwest's mission, values, and policies as well as procedures related to quality of assurance, fiscal management, and labor contract requirements

Problem Solving:

- Foster a common vision for the REL's work
- Coordinate and deliver planning and execution across multiple tasks with internal work units, clients, and end users under tight timelines
- Turn around plans and memos when little time is offered by the client
- Anticipate and respond to client needs, including by writing effective proposals

- Promote a harmonious, creative, and productive workplace within a high paced environment that includes multiple demands on staff members

Accountability:

- Budgetary responsibility for \$5M in federal contracts
- Decision maker for all client and project activities

Physical Demands/Conditions:

Office

- Sit for prolonged periods of time, requires manual dexterity for operation of personal computer, must be able to lift boxes weighing 30-40 pounds, operate a telephone, frequent interruptions to concentration, interact with a wide range of clients and co-workers

Travel

- Moderate travel requirements (up to 20% of work schedule) including extended overnight stays out of state
- Ability to travel by car or common carrier for out of state and rural travel
- Ability to transport and/or handle moderate sized packages and materials (up to 35 pounds) at on-site locations.

COMPENSATION

Salary range: \$95,000 - \$162,800 per year based on experience, plus a benefits package that includes vacation, generous employer paid retirement, medical, dental, life insurance, transportation benefit, and opportunities for ongoing professional development.

APPLICATIONS

If you are interested in the above position, please go to our website at:

<http://educationnorthwest.org/careers> and click on the apply button located in the position description.

Education Northwest is an Equal Opportunity Affirmative Action Employer