



# New Millennium Academy

## **Job Title: Executive Director**

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### **About Us:**

New Millennium is a K-8 charter school, founded in 2005 to serve the growing needs of the Hmong population in the Twin Cities. We support students in becoming global leaders with engaging and rigorous academics along with fostering Hmong cultural pride and identity. We currently serve 800 scholars in Brooklyn Center. NMA offers a standards-based education complemented by a Hmong secondary language curriculum.

We believe every scholar has the right to learn, be engaged, and grow in a healthy school environment. As such, NMA fosters a culture of learning that embraces every scholar's strengths and seeks employees who will optimistically and confidently participate in this culture of learning.

### **New Millennium Core Principles:**

- Aim for high academic achievement
- Embrace cultural pride and identity
- Model the way
- Understand how data drives decisions
- Have high expectations
- Create a socially/emotionally supportive learning environment

New Millennium Academy seeks an experienced, motivated and highly dedicated Executive Director. The ideal candidate will have a background in organizational leadership, management and financial oversight. This role reports directly to the board of directors and supervises the daily operations of the organization.

**Position Specifications:** As the highest leading officer of the school, the successful candidate must exemplify the following:

#### **1. Executive and Academic Leadership:**

- Embody, advocate, and execute on the mission, vision and strategic direction of NMA.
- Support the Board's strategic planning process by proposing relevant priorities and implementing key annual action plans that align with the school's multi-year strategic plan.
- Support and supervise the school's Principal and Business Director, and by extension indirectly all educational and operational staff.
- Foster an engaging school culture by creating a trusting, collaborative, open, and positive atmosphere amongst staff generally and respectful, professional relationships between individual staff members.

- Review, analyze, and assess academic and operational data and make organizational decisions and projections through data assessment.
- Serve as the primary communicator with the Board of Directors sharing school progress/updates, recommendations, challenges or concerns.
- Reinforce the Board's governance and fiduciary responsibilities by participating in monthly board meetings; preparing monthly administrative reports; and developing recommendations for board consideration that combine the best interests of students and the needs of NMA with the focus and direction the Board desires.

## **2. Organizational Leadership and Management:**

- Guide and direct members of the administrative and office support teams by promoting high standards of excellence.
- Ensure that school rules and policies are objectively and consistently implemented with integrity.
- Promote a healthy culture, positive learning environment and community-friendly atmosphere.
- Continue to revise organization-wide policies and procedures, including HR and personnel contracts and handbooks.
- Manage and support facilities, technology and vendor management amongst others.

## **3. Finance Oversight:**

- Develop and manage the annual budget that adheres to district limitations, school resources and expected grant funds.
- Identify adverse financial problems and submit actionable recommendations to the Board of Directors.
- Facilitate, prepare for, and attend annual audits and implement any audit findings.
- Provide financial reports to the Board of Directors, MDE, school authorizer, and other agencies as mandated by law and relevant policies, internal controls and policies/procedures.

## **4. Compliance:**

- Be the primary point of contact with the authorizer and ensure compliance with the authorizer's requirements.
- Ensure public-charter school policies and procedures are in place as mandated by MN-statute.
- Ensure all legal and contractual obligations are met – World's Best Workforce Report, MARSS, DIRS, Special Education, CLICS, audits, etc.
- Oversee the completion of all necessary reports, claims, and forms to MDE and other local and federal governing bodies.
- Protecting the school, employees, and board by ensuring all prudent insurance policies are in place at sufficient levels.
- Develop and follow safety and risk management best practices (including volunteer risk management, cybersecurity, and all other building safety risks).
- Ensuring public- charter school policies and procedures are in place as mandated by MN-Statute.

## **5. Human Resource Management:**

- Create, support and successfully implement a talent recruitment and retention strategy.

- Ensure staff performance evaluations and compliances are completed in a timely manner.
- Assist the HR personnel with maintaining appropriate staffing levels and resources by forecasting needs and reviewing work schedules.
- Promote a performance-oriented culture, maintain an open-door policy for staff and implement strategies to attract and retain highly qualified employees.

**6. Community Relations:**

- Communicate with internal and external parties regarding the school’s mission, values and core beliefs.
- Establish and maintain professional and cooperative working relationships with all stakeholders: parents, students, staff, neighbors, and partners and funders.
- Maintain frequent and regular communications with families through a newsletter, school website, one-on-one meetings, etc. as appropriate.
- Oversee the organization’s website, electronic communications, and social media properties to present and protect the school’s brand.
- Implement such marketing and communications plans as may be necessary to continue attracting a diverse and sufficient student population to the school and supporting all necessary development efforts.
- Outreach and marketing for the purposes of maintaining or increasing enrollment.

**Preferred Qualifications:**

- A background or degree in Education, Business, Management, Organizational Leadership or related field is required.
- 6-10 years of experience in a leadership role with management, and operational/budgeting experience with a proven record of success in leading cross-functional teams to achieve ambitious results.
- Strong financial acumen including a background in budgeting, audit process, investment oversight, and financial planning
- Speak, write and read Hmong
- Experience forming, cultivating, and expanding partnerships with key constituents in the public and private sectors, such as foundations, individual donors, educational institutions, and government agencies.
- Experience working in public, private, charter schools

New Millennium Academy is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

Start date: Flexible

Salary: \$130,000- 150,000

Applications require: resume, cover letter and three references

Questions: Please email [eahlgren@chartersource.org](mailto:eahlgren@chartersource.org)