

Job Description—Chief Executive Officer (CEO)

The International Society for Technology in Education (ISTE) is a nonprofit, 501(c)(3) public-benefit corporation that is governed by an elected board of directors. The board provides strategic leadership and fiduciary oversight as it works to ensure progress toward organizational goals. The vision of ISTE is a world where all learners thrive, achieve and contribute. As the creator and steward of the definitive education technology standards, our mission is to empower learners to flourish in a connected world by cultivating a passionate professional learning community, linking educators and partners, leveraging knowledge and expertise, advocating for strategic policies, and continually improving learning and teaching.

ISTE is currently seeking an inspiring CEO, with education technology experience, who can lead our ISTE Board, members and staff to achieve progress toward its ENDS. The CEO is responsible for managing all operations, programs and services; championing the mission and work of ISTE; implementing all ENDS and policy decisions of the board; overseeing the administrative and fiduciary functions of ISTE; representing ISTE to the community; and building strong relationships with key stakeholders, government agency staff and the board. This position reports to the ISTE Board of Directors.

The ISTE CEO role includes both inward facing and outward facing areas of accountability. Key areas of responsibility and initiatives include leading and overseeing programs, membership and staff; general and financial administration; funding development; community relations and serving as the top staff representative to the board of directors while acting as the primary liaison between the board of directors and staff. Further detail on accountabilities within these areas includes:

Programs, Membership and Staff

- Develop, execute, maintain and monitor organizational business objectives and programs.
- Oversee and ensure accountability for all ISTE activities and programs, either directly or through delegation, in order to achieve organizational and programmatic goals.
- Ensure continued success and continued growth of annual conference.
- Develop long-term and annual strategic plans.
- In consultation with the ISTE Board, and working with key related organizations and community groups, identify current and emerging needs of the community that are appropriate for research and evaluation by ISTE in accordance with its mission and goals.
- Maintain a pipeline of projects to benefit members and the educational technology community in multiple stages of concept, development, implementation and evaluation.
- Provide strategic vision and direction for the creation and implementation of new projects; oversee programmatic research, evaluation and dissemination activities; document and report accomplishments and results.
- Develop and maintain a culture of collaboration among staff and with membership.
- Develop and maintain a strong executive team to manage all aspects of the organization.

- Oversee all human resources management in support of program activities, including staffing, performance management, employee policies and procedures, and employer legal compliance issues.
- Recruit, mentor and nurture a dedicated staff who provide high-level services efficiently and professionally.
- Embody the understanding, sensitivity, sophistication and high standards that inspire staff colleagues and members at all levels, command confidence and trust, and promote longevity of service. Be accessible to staff, highly visible and present throughout the organization and be knowledgeable of operations at every level.
- Be fair and equitable in rewarding high performance in accordance with sound compensation practices (i.e. ASAE Compensation & Benefits Study) identified by similar associations (i.e. size, budget, and/or geographic location), while demonstrating the ability to hold all staff accountable for their performance.

General and Financial Administration

- Oversee all fiscal management activities and, under ISTE Board purview, establish and maintain financial policies and procedures to ensure legal accountability and safeguard resources and assets.
- Be responsible for P&L and balance-sheet, revenue-diversification and cash-flow health of the enterprise.
- Recommend and operate within approved annual budget; adopt appropriate forecasting procedures and consistently monitor cash flow for operating revenues and expenses.
- Oversee and monitor organizational investments and endowment funds.
- Provide oversight for all reporting activities in regard to the receipt of gifts, grants and other revenues.
- Oversee development and maintenance of technical systems, research methodologies and statistical procedures to support operational and programmatic needs.
- Take executive responsibility for ISTE compliance with all applicable nonprofit laws, contractual obligations and donor restrictions, and maintain appropriate internal policies and procedures to ensure such compliance.

Fund Development

- Work closely with ISTE Board members, community friends of ISTE and identified staff responsible for revenue generation to identify, cultivate and solicit private sources for charitable gifts and foundation grants in support of ISTE programs.
- Conceive, plan and provide oversight for the implementation of all development activities that are designed to achieve ISTE's short- and long-term objectives.
- Identify and maintain donor relations, including grants from foundations, corporations, member dues, conference attendance, community organizations and government agencies.

Community Relations

- Represent and promote ISTE's activities within the communities where our programs have been implemented, as well as with local, national and international government agencies, corporations, community organizations, peer organizations and donors.
- Create and maximize community and public relations, marketing and media opportunities; publicize programmatic accomplishments and research results.
- Promote institutional collaboration and build strong relationships with community organizations and government agencies through both face-to-face and remote avenues.

Board of Directors and Committees

- In partnership with the board, determine ISTE's mission, vision, values and ENDS, and ensure they are carried out.
- Attend ISTE Board of Directors and Governance Leadership Committee (GLC) meetings; provide the board with requested data and information in accordance with the ENDS; and provide the board with regular updates on the state of the organization.
- Assist with recruitment and orientation of ISTE Board and committee members.
- Assess and report to the board on issues of organizational and fiscal performance.
- Act as a steward of the organization and the membership in all venues.
- Collaborate with the ISTE Board to refine and implement the strategic plan, and effectively engage each board member to leverage their individual strengths to advocate for the organization and seek funding.
- Develop a process for reports on key objectives to the board, including metrics, measures for reporting progress, success or failure.

Required Skills, Knowledge and Abilities

- Proven broad-based leadership skills, including oversight for education-based program development and management; sponsor and donor development; and community relations.
- Demonstrated management style that engages and inspires staff; ability to work with and garner support of volunteer leadership.
- Ability to serve as a spokesperson, central catalyst, ed tech community advocate and resource for innovative initiatives.
- Ability to identify, assess, prioritize and take action on trends in education, technology, public policy and nonprofit/association management.
- Ability to communicate effectively, both orally and in writing, using communication techniques/language appropriate to the circumstances.
- Ability to exemplify and promote flexibility and adaptability with programmatic, strategic and financial aspects.

Experience and Education Requirements

- Advanced degree in education, business administration, behavioral or social sciences, or other professional background to adequately assume responsibilities.

- Minimum of 10 years of senior experience in nonprofit management and administration, community organizing, business or related fields.
- Prior experience in the field of educational technology.
- Preferred Qualifications include Certified Association Executive Credential. If certification is not held, must work toward gaining certification.
- Policy Governance Experience (preferred)

Travel Requirements

Travel to meetings and conferences nationally and internationally (50–80% of total work time).

Location

This position may be based in Washington, DC; Portland, OR; or a remote office location.

Application

The ISTE Board of Directors will be conducting this search. To apply please submit a current resume along with a cover letter, including salary requirement. All applications will be acknowledged and may be submitted via email to ISTE Board of Directors ceosearch@iste.org with CEO Search and YOUR NAME in the subject line.

Contacts

For more information, please contact:

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