



California County Superintendents Educational Services Association

Position Title: Director, Statewide Arts Initiative
Reports to: Executive Director
Location: Sacramento, CA.
Posted: Tuesday, March 1, 2022
Applications due: Thursday, April 14, 2022

About CCSESA: The California County Superintendents Educational Services Association (CCSESA) is a nonprofit statewide association that serves California's students by supporting the unique work of our members, the 58 county superintendents of schools. CCSESA advocates for better public policy before the Governor, Legislature, state agencies, and federal government. Learn more at www.ccsesa.org.

1. Position Summary:

The Director directs the CCSESA Statewide Arts Initiative which includes program development and management; fund development and reporting; subgrant provision, oversight, implementation, and evaluation; fiscal planning and oversight; communications; implementation of professional learning and curriculum development offerings and convenings; and, working with partners at the state, regional, and county levels. The Director fosters and maintains many partnerships with organizations across California and serves on statewide advisories and councils such as the CREATE CA Policy Council and the CREATE CA Leadership Advisory. The Director oversees collaborative work related to resources and implementation of the *California Arts Education Framework for Public Schools, Transitional Kindergarten Through Grade Twelve (Arts Framework)* which includes working with The California Arts Project, the California Department of Education, the Curriculum and Instruction Steering Committee/Arts Subcommittee, and other partners statewide. The Director reports directly to the CCSESA Executive Director and supervises CCSESA Arts Program staff and consultants. This position is funded by grant funding.

Success in this role is demonstrated by quality implementation of deliverables identified in grant proposals to foundations and the inclusion of county office leaders from across the state in efforts to build and expand student access to arts education in California public schools. Success is also exhibited by strong fiscal oversight, efficient and professional communications, and effective relationship building. The candidate should be effective at efficient implementation of programs, projects, and efforts that fulfill CCSESA's mission and key priorities as well as the importance of diversity, equity, and inclusion as core values for the initiative. It also means fostering relationships with California County Superintendents of Schools and their staff with attention to the diverse needs across the state in rural, urban, and suburban communities.

2. Qualifications and Abilities

The successful candidate has the following qualifications and abilities:

- An experienced leader of people, group-processes, and strategic planning and implementation.
- Skilled at goal setting, and ongoing measurement using key performance indicators.
- Knowledge of, and passion for, standards-based, sequential arts education for all students at all grade levels.
- Ability to act independently, think strategically and creatively, and plan proactively.
- Excellent professional writing, speaking, and presentation skills.
- A facilitator and convener who is collaborative in approach and style, able to engage a diverse group of partners.
- Fundraising experience and success with institutional funders, such as foundations and businesses.
- Highly motivated, organized, detailed, and efficient.
- Ability to prioritize tasks and manage competing priorities.
- Experience in collaborating successfully with a Board of Directors or comparable group of advisors.
- Bachelor's degree is required, Master's degree or higher preferred.
- Minimum five years of related large-scale, professional leadership experience.
- Proficiency with MS Office, social media, WordPress, and e-mail marketing platforms (e.g., MailChimp) preferred.
- Experience and ability in working collaboratively with other organizations and networks (corporate, individual, foundation, education, and arts fields, etc.).

3. Duties and Responsibilities

Fundraising and Grant Management

- Assume primary responsibility for proactively managing fiscal operations including cash flow projections.
- Develop and manage the overall CCSESA Arts Initiative budget.
- Seek new and diverse funding sources for the organization.
- Write grant applications and manage grant application deadlines and processes.
- Write interim and final narrative and develop fiscal reports aligned to grant guidelines.
- Develop and maintain relationships with current funders, providing status reports and important updates on current grants.
- Archive and monitor active grant summaries and related grant agreements.
- Manage and oversee major grants on behalf of CCSESA and the 11 Regional Arts Lead County Offices of Education which includes oversight of subgrants to county offices of education, contracts, and the Organization Management System (OMS) and other subgrants for specific purposes such as strategic planning and implementation for rural county offices of education.
- Generate independent contractor agreements/deliverables.
- Direct and coordinate work with CCSESA Director of Finance and Operations, CCSESA Arts Project Assistant, consultants, and vendors.

Curriculum and Professional Learning Support

- Direct, implement, and evaluate programs of the CCSESA Statewide Arts Initiative to build leadership capacity for arts education, provide professional learning and curriculum resource development and support.
- Provide professional learning opportunities that are aligned to the *California Arts Standards for Public Schools, Prekindergarten Through Grade Twelve* (2019) and the *California Arts Education Framework for Public Schools, Transitional Kindergarten Through Grade Twelve (Arts Framework)* (2020) adopted by the State Board of Education.
- Work with the Co-Chair(s) of the state Curriculum and Instruction Steering Committee (CISC) Arts Subcommittee Chairs and regional leads to further arts education. Plan and facilitate statewide meetings in partnership with the

CISC/Arts Subcommittee, the California Department of Education and other state partners.

- Design, implement, and evaluate state professional learning opportunities for educators and partners.
- Direct activities of CCSESA Arts Initiative *Creativity at the Core* program which includes expanding an online suite of resources and the development of modules and resources for professional learning and technical assistance.
- Direct the CCSESA Rural Arts Network (CRAN) and work with rural leaders to deepen understanding of the rural context, provide professional learning and leadership opportunities, and to increase student access to arts education in rural areas.
- Direct the work of consultants and presenters to further the goals of the CCSESA Statewide Arts Initiative.
- Create and oversee the dissemination of meeting agendas, support materials, curriculum resources, and meeting artifacts.
- Direct the coordination of logistics and travel for in-person meetings and occasional special events
- Create presentation and report materials for CCSESA Board of Directors, CCSESA General Membership meetings, and other state meetings and convenings.

Outreach and Communications

- Direct implementation of internal and external communications, newsletters, Curriculum and Instruction Steering Committee/Arts Subcommittee reports, and publications.
- Manage CCSESA Arts Initiative web site and direct steps for maintenance, development, and work with vendors to ensure quality technical service and support.
- Provide visibility and communications that will help to increase student access to arts learning in California public schools.
- Ensure successful and productive implementation of strategies that spotlight the work of county offices of education which includes publications, printed and online media, curriculum resources, and tools.
- Provide regular updates to the CCSESA General Membership and Board of Directors.
- Respond to public inquiries in a timely and professional manner.

Partnerships and Collaborative Work

- Cultivate partnerships with arts and education leaders and organizations and serve on committees that promote standards-based, sequential arts learning and instruction.
- Participate in multiple statewide committees with state partners including but not limited to: The California Department of Education (CDE), The California Arts Project, CREATE CA, The California State PTA, the California Arts Council, and serve on the CREATE CA Policy Council and the Create CA Advisory Partners, CCSESA Rural Arts Advisory Committee, and Hewlett arts grant cohort meetings.
- Collaborate with state partners on publications, resource development, and advocacy tools.
- Participate and guide special projects such as serving as Honorary Chair for CABA annual statewide conference and production of the CABA student art exhibit coordinated by CCSESA Arts Program Assistant.
- Establish relationships and mobilize support from a diverse cross-section of stakeholders in K-12 education, the nonprofit arts sector, the business community and among parents and other civic leaders.
- Represent CCSESA at public events, conferences, and colloquia.
- Keep apprised of significant events and pending legislation that may affect education policy and delivery.

4. Position Specifications

- Full-time employee.
- Competitive salary and benefits commensurate with experience and education.
- Location is flexible with remote working possible.
- The position requires some travel throughout California (E.g., 5% - 15% - contingent on health and safety conditions).

5. Application Process

To apply, submit the following to Tiffanie Floyd at tfloyd@ccsesa.org with the subject line, "Director, CCSESA Statewide Arts Initiative Position".

- Resume
- Cover letter
- Minimum of two writing samples (E.g., business correspondence, newsletter, article, marketing copy, donor solicitation letter, grant application, or other example of professional writing).
- Application form - linked [here](#).
- Applications due by **April 14, 2022**.



- Applicants will be contacted only if the applicant's skills match the job requirements. The position start date is **July 1, 2022**. Flexibility with start date will be considered.

6. Equal Opportunity Employer

- CCSESA does not discriminate based on race, color, religion, ethnic or national origin, age, disability, gender, sexual orientation, veteran status, or other characteristics covered by law regarding employment opportunities.
- The statements in this description represent typical elements, criteria, and general work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the job.

For additional information not addressed here, please contact Tiffanie Floyd, Director, Finance and Operations at tfloyd@ccsesa.org.



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Promoting, influencing, and advocating for high-quality education.
