

## **Fulcrum Foundation: Director of Leadership Development**

January 2016



**Objective:** The Fulcrum Foundation seeks a dynamic individual to join our team and serve as the Director of Leadership Development for Catholic school leaders in the Archdiocese of Seattle. The Director will work closely with the Office for Catholic Schools to vision, build, and manage a first-of-its-kind talent pipeline to recruit, train, place and support transformation leaders in Catholic schools.

**Background:** Founded in 2002, the Fulcrum Foundation is a non-profit organization committed to supporting and advocating for Catholic schools in the Archdiocese of Seattle. Fulcrum grants nearly \$4 million dollars annually through an array of programs designed to support, strengthen and transform Catholic education. For more information, visit our website at: [www.fulcrumfoundation.org](http://www.fulcrumfoundation.org)

**Apply:** Priority consideration will be given to applications received before March 1, 2016. The position will remain open until filled.

Please send resume, letter of interest, and references to:

Ann Milkowski, Office Manager  
Fulcrum Foundation  
710 Ninth Ave  
Seattle, WA 98104

[Ann.Milkowski@FulcrumFoundation.org](mailto:Ann.Milkowski@FulcrumFoundation.org)

### **Responsibilities:**

- Identify, recruit and mentor leadership talent
- Foster and maintain relationships with principals, teachers, pastors and parish staff within the Archdiocese to help establish and drive a pipeline of future leaders
- Establish and implement a communication protocol with a broad range of Catholics - current Catholic school employees as well as those in other school systems (independent and public), former teachers and administrators
- Work with appropriate Office for Catholic Schools (OCS) leadership to identify and build relationships with potential leadership mentors/coaches
- Work with appropriate OCS leadership to identify subject matter experts from within and outside of education field, including area business leaders, who might teach Leadership Academy courses
- Be well versed in continuing professional development approaches and innovations

- Collaborate with OCS and Fulcrum to set goals, then create framework and action steps for a the leadership academy, including curriculum, recruiting events, classes, speakers, boot camps for potential leaders
- Research and identify opportunities for “graduates” of the leadership academy to attend graduate school for masters of educational administration or leadership certification. Build and maintain relationships with these same universities locally and nationally to help identify recruits
- Plan and implement comprehensive communications to foster relationships and enhance the Academy’s “brand” with business and community leaders (potential donors), principals, teachers and the larger Catholic community
- Participate in fundraising conversations
- Travel to market the program, recruit talent, and build relationships

### **Key Attributes and Qualifications:**

- **Leadership**
  - Understands the integral components of 21st century Catholic education and recruits educational leaders to execute on this vision.
  - Sets high professional expectations and provides a framework in which to accomplish goals
  - Adapts style as situations change
  - Coalition builder - able to garner support by aligning proposals/ideas with needs and priorities
  - Anticipates and seizes new opportunities that are aligned with strategic goals to support Catholic school leaders
  - Resourceful, willing to work independently but recognizes complexities and requests assistance when needed
- **Stakeholder management**
  - Strong networker and effective relationship builder
  - Lives comfortably in both the Office for Catholic Schools (OCS) and The Fulcrum Foundation, as well as able to balance the needs/systems of each office
  - Builds, leverages and maintains relationships with college and university schools of education
  - Informed cross-cultural point of view - understands how to speak to and engage with people of varied cultural backgrounds
- **Communication**
  - Persuasive and visionary communicator who can “sell” the value of Catholic education to all stakeholders; in particular, generate excitement about the potential impact of leading a Catholic School.
  - Refined communication skillset, particularly as an active listener, articulate speaker, and eloquent writer

- Understands and proficient with managing communication between practitioners and executive leadership, to secure buy-in and ensure desired results.
- Highly collaborative with a variety of shareholders
- **Critical thinking and problem solving**
  - Takes initiative and follows through
  - Willing to take risks and change approach if outcomes do not pan out as expected
  - Drives results
  - Focuses on continuous improvement through analysis of successes and failures
  - Open to change and seeker of innovation
  - Makes decisions based on relevant data
- **Planning and Execution**
  - Pro-active leader - anticipates challenges and prepares for them in advance
  - Works well in a “start-up” scenario - without existing infrastructure or business/operational framework.
  - Quickly assesses situations and pivots as necessary
  - Leverages learnings of the past and focuses on possibilities in the future
  - Excellent planning skills
  - Works with the Office for Catholic Schools leadership vision for effective school leadership in the future
- **Experience**
  - Bachelor’s degree required, advanced degree in education, school administration, business administration or similar preferred
  - Track record of success as a leader, Catholic school leadership preferred