



## Chief Administrative Officer

### PEF

The Public Education Foundation (PEF) partners with the community and the Clark County School District (CCSD) to meet immediate, critical education needs that will strengthen public schools.

PEF envisions a community united to ensure every public school student in Clark County can succeed and achieve their dreams.

PEF was created in 1991 by business and community leaders who were propelled by a belief that improving Las Vegas public schools was too big a task for a school district to undertake alone. For more than 30 years, PEF has maximized local resources to serve public school students, families, and educators most efficiently.

PEF is an independent 501(c)(3) nonprofit Nevada corporation and has a portfolio of programs and initiatives to support Las Vegas students, parents and educators including:

- **Scholarships Plus**, which this year will provide more than \$5 million in college scholarships to help students pursue their dreams of attending college or vocational school.
- **Teacher Superstore**, which provides school supplies to teachers to reduce their out-of-pocket expenses. These supplies are then passed along to students who often can't afford them.
- **Family Learning Program** which utilizes national best practices to empower families to support their child's learning more effectively at school and strengthen life skills that help disrupt generational poverty.
- **Teacher Pathway**, which recruits, supports, and retains local diverse, qualified individuals committed to a teaching career in CCSD. This "grow your own" teacher training program focuses on addressing Clark County's chronic teacher shortage.
- **Artists with Kids**, which inspires CCSD students to express their creativity and foster a lifelong engagement in the arts by creating experiences that connect them with community artists.

PEF is undergoing a transformation of its culture. Our organization is uniquely positioned to unite the community we serve on behalf of students at a time when there is a need for more stability and collaboration in the system. We hope to lead this work by example. A new leadership team is rapidly developing an open and engaging work environment that enables every team member the opportunity to work to their full potential. We have a small and collaborative team in which each member has the opportunity to significantly impact their work on behalf of children.

For more information on the Public Education Foundation, please visit our [website](#).

### **This Position**

The PEF is seeking an energetic, self-motivated applicant for the position of Chief Administrative Officer. A person successful in this role will have enthusiasm for working in an organization where change is welcomed, structure is evolving, and flexibility, teamwork, and good humor are encouraged. This position assumes responsibility for managing all the phases of a staff member's cycle through the PEF including recruitment, hiring, retention, training, performance management, development and termination. Additionally, this individual will be involved in Board relational activities including Board meeting management, Board Member recruitment and management, Board assessments as well as CEO and Board succession. Finally, this individual will lead efforts to create a sustainable volunteer program.

This position is directly responsible to the CEO.

### **Essential Duties and Responsibilities:**

The list of Essential Duties is not exhaustive and may be supplemented.

1. Participate as a member of the senior leadership team to carry out the goals of the organization.
2. Work as the point of contact with management and employees to answer questions and help in resolving work-related issues.
3. Develop and implement policies that maximize department and Foundation efficiencies.
4. Maintain personnel records.
5. Advise managers on organizational policy matters and recommend needed changes.
6. Establish, analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
7. Manage the process to recruit, interview, hire and retain staff.
8. Provide current and prospective employees with job related information such as policies, job duties, and employee benefits.
9. Establish and maintain the process for a performance management system to be used in conjunction with goals outlined for all employees.
10. Work with managers to provide ongoing feedback and an annual evaluation for all staff.
11. Analyze training and professional development needs to design employee development opportunities.
12. Create, implement and manage DEI training programs and opportunities.
13. Track trends, laws, and regulations that influence DEI programs and make suggestions for implementation at PEF.
14. Ensures compliance and maintains knowledge with employment, safety, and other laws, regulations, and requirements.
15. Conduct exit interviews for all employee terminations.
16. Establish and maintain a volunteer program and database that can better support PEF programming and special events.
17. Supervises direct administrative support provided to staff, programs and departments.
18. Work as point of contact between PEF and UNLV to resolve any tenant related issues.
19. Assist the PEF Chair and CEO in board recruitment, management and succession as well as board assessments.
20. Assist the Board in CEO succession and annual evaluation processes.
21. Manage scheduling of and material distribution for Board meetings.

### **Position Expectations:**

1. Anticipate problems and conflicts and use them as opportunities to initiate thoughtful action and innovation.
2. Promote an environment for excellence that models honesty and integrity, fosters self-motivated and self-renewing behavior, and helps others perform at their best.
3. Motivate others and design activities to assist others in meeting organizational goals and demonstrate skills in the facilitation of groups to accomplish tasks and to make decisions.
4. Use and encourage creative thinking that appropriately challenges current practices and honors diversity.
5. Outstanding written and verbal communication skills to prepare for correspondence and interactions with executive level professionals.
6. Ability to plan, organize, set priorities and work independently without immediate supervision.
7. Ability to be highly organized and handle multiple priorities at one time.
8. Ability to work under pressure, meet short deadlines and shift suddenly to new tasks when priorities change.
9. Ability to concentrate on accuracy of details.
10. Ability to deal tactfully and diplomatically with people.

### **Position Requirements**

#### Education and Training:

1. An earned bachelor's degree from an accredited college or university in a relevant field or five (5) years of relevant experience preferable in a Human Resources role.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada and reliable access to personal vehicle.

#### Experience:

1. Demonstrated experience in developing systems.
2. Experience working strategically and collaboratively across departments.

### **Benefits**

1. Unlimited PTO plan
2. Paid holidays
3. 1 day remote work schedule
4. IRA match
5. 100% contribution towards health, dental and vision insurance for employees and dependents.
6. 50% contribution towards health, dental and vision insurance for spouses and partners.

### **Application**

Persons interested in the position and who meet the minimum qualifications should submit a letter of interest and a resume via email to Ashlee Redden at [ashlee.redden@thepef.org](mailto:ashlee.redden@thepef.org).

The position is open until filled.

Please direct all inquiries to Human Resources at the Public Education Foundation 702-799-1042.

### **An Affirmative Action/Equal Opportunity Employer**

**This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, age, disability or national origin.**