



ICEF INNOVATION LOS ANGELES CHARTER SCHOOL  
ICEF INGLEWOOD CHARTER ACADEMY  
ICEF VIEW PARK PREPARATORY  
ICEF VISTA ACADEMY

# EXECUTIVE RECRUITMENT FOR CHIEF EXECUTIVE OFFICER (CEO)



The Inner City Education Foundation (ICEF), known as ICEF Public Schools, is a nonprofit charter school network serving communities in the Los Angeles area for 25 years. ICEF currently operates seven high-quality, TK-12th grade, tuition-free, charter schools.

ICEF seeks a Chief Executive Officer (CEO) to lead, transform and inspire a public charter school network with approximately 2,000 students, located at seven schools in LA (LAUSD) and North Inglewood (IUSD).

This is an exceptional opportunity to lead a charter school network that includes (1) high school, (2) middle schools, and (4) elementary schools, with an array of academic, athletic, arts, cultural, and social enrichment programs, almost exclusively serving students of color, with a rich history, reputation, and legacy of academic excellence. The CEO reports to the Board of Directors and is responsible for the effective leadership of ICEF's staff, successful management, and overall operation of ICEF. This is an exciting position for a proven, dynamic leader and strong manager to lead during a period of transformation at ICEF, directly following a robust strategic planning process which resulted in a new mission, vision for impact, and ICEF's brand identity.

The CEO is responsible for maintaining the rich traditions and culture of the schools and ensuring that the policies and programs of ICEF's governing board and the Los Angeles Unified School District (LAUSD) and the Inglewood Unified School District (IUSD) charter governance leadership are implemented successfully in accordance with State Board of Education regulations as outlined in EC Section 47604.32. The ICEF school community looks forward to welcoming the next Chief Executive Officer who will ensure excellence in all aspects of ICEF's operations.



## ICEF SCHOOLS

Founded in 1999, ICEF has maintained its founding principles of being an organization that cares about the community and the students it serves. At inception, it targeted educating African American students and was staffed by educators and administrators committed to working in the Black & Brown community.

Today, ICEF welcomes a diverse student population (65% Black and 35% Latino) from culturally rich families in search of educational opportunities to enhance student success and remains a leading charter school network for African Americans in California. ICEF aims to prepare students of all academic aptitudes to function successfully in all forms of career and professional endeavors and is known for its exceptional programs. ICEF has been recognized in educational circles for outstanding success in preparing students for academic success and higher education achievement.

ICEF has over 2,000 high school alumni.

### ICEF's MISSION

ICEF's mission is to educate and empower courageous leaders to pursue their full potential in college, career, and life by providing a community that honors each student's unique identity, fosters academic excellence, nurtures healthy minds, and inspires critical thinkers.

## THE ICEF SCHOOLS

ICEF's commitment is expressed through education and service to those in pursuit of an equitable, inclusive, holistic, and healthy educational environment.

For additional information on ICEF, please visit [www.icefps.org](http://www.icefps.org)

### ICEF'S SCHOOLS (7 SITES)

ICEF VIEW PARK PREPARATORY  
ELEMENTARY SCHOOL

ICEF INGLEWOOD ELEMENTARY  
CHARTER ACADEMY

ICEF INNOVATION LOS ANGELES  
ELEMENTARY

ICEF VISTA ELEMENTARY

ICEF VIEW PARK MIDDLE

ICEF VISTA MIDDLE

ICEF VIEW PARK PREPARATORY HIGH

## GOVERNANCE

Under the general direction of ICEF’s Board of Directors, ICEF operates under the auspices of the California Department of Education and has charters in both LAUSD and IUSD. The Board has the legal and fiduciary oversight that operates ICEF public schools which employs approximately 311 people and educates more than 2,000 students annually. This responsibility includes all the requirements for a public entity, such as following the Brown Act for public meetings, formal board resolutions for state-required items, etc., as well as the important oversight of the CEO and senior management. The Board of Directors is responsible for setting forth the policy outlined by the corporation’s by-laws. The Board has a committee structure, with committee chairs. The full Board meets eight or nine times a year with a schedule determined in March of each preceding year. The Board of Directors exercises all corporate powers except for those powers that are reserved solely to charter granting agencies and the State Department of Education. The Board appoints the CEO and participates in the selection of other members of the executive team in accordance with the by-laws.



## GENERAL RESPONSIBILITIES OF CHIEF EXECUTIVE OFFICER (CEO)

The CEO works with key partners in developing the organization's resources (human capital and financial); marketing and promoting ICEF to the greater Los Angeles community; cultivating and sustaining strong collaborative relationships with various stakeholders including, parents, staff, students, and alumni. The CEO oversees the senior leadership team (known as Cabinet) that includes the Chief of Schools, Vice President of Organizational Learning, Managing Director of People and Operations, and the Managing Director of Marketing and Communications. Additionally, the CEO directly manages the Director of Finance and Government Relations as well as the external business services provider for accounting and finance needs. The fiscal budget for 2024-25 school year is approximately \$54 million. There are approximately 311 employees (125 teachers and 160 non-teaching employees and 26 headquarters staff.

### Responsibilities include:

- 1) Strategic Vision (mission, policy, and planning):** Implement ICEF's values, mission, vision, and short/long-term goals, including the transition to a community school model as defined by the strategic plan;
- 2) Academic Excellence:** Work closely with principals, teachers, and academic staff to support and uplift student academic performance and test scores;
- 3) Management & Administration:** Ensure appropriate administrative and organizational structures and staff are in place to support academic goals. Identify and manage risks to the organization, ensuring legal compliance and appropriate measures are in place to mitigate risk. Demonstrate transparency around administrative strategy and communication,

legal issues, and fiduciary responsibilities. Plan and secure upcoming charter renewals;

- 4) Board Engagement:** Engage with the Board on all legal, finance, strategic, human resources, and other relevant ICEF issues (obtaining approval from the Board where required); notify the Board of relevant issues, problems, and/or developments at ICEF;
- 5) Financial Stability:** Oversee the organization's budget, monitor financial performance, seek and secure additional funding and support, and ensure financial sustainability. Develop a strategic enrollment and fundraising plan that enhances ICEF's sustainability through attractively enhancing student and staff retention, and diversifying funding sources and a capital campaign that builds fund reserves;
- 6) Community Engagement:** Integrate ICEF into the fabric of the greater community as a premier public education Institution while establishing trust among key stakeholders.

Other responsibilities as outlined in the by-laws and/or assigned by the Board of Directors.

## KEY PRIORITIES FOR THE CEO INCLUDE:

### ICEF's Board has identified the following priorities:

1. Develop comprehensive student academic plan to increase student performance, test scores, and student well-being.
2. Assess the current operational infrastructure (academic and facilities) and develop an action plan to create a best-in-class public nonprofit charter school network that ensures institutional goals that are in alignment with the mission and goals of ICEF.

3. Increase student enrollment through aggressive marketing and branding campaigns and developing strong partnerships with community-based organizations including the faith community.
4. Direct data driven efforts to enhance student and staff retention at all ICEF schools.
5. Establish organizational structure for the future of ICEF including implementing accountability measures and policies and procedures around charter renewals.
6. Implement, in conjunction with the Board and leadership team, the strategic plan that focuses on developing a high caliber educational program that is grounded in academic excellence.
7. Create a marketing and communications plan that solidifies ICEF's value proposition of providing a premiere public education to students, enhancing overall visibility, brand, and relationships with community partners and other organizations.

## IDEAL CANDIDATE:

- Proven track record of success in managing a complex educational organization, including financial management, staff management and development, and stakeholder engagement.
- Excellent communication skills, including the ability to communicate complex ideas and information to a variety of audiences.
- Strong analytical skills, including the ability to analyze and interpret data to inform decision-making.
- Demonstrated leadership skills, including the ability to inspire and motivate staff and stakeholders.
- Experienced administrator in a public

charter school network, well versed in legal and regulatory requirements.

- Ability to think strategically and creatively, and to identify and manage risks to the organization.
- Ability to work collaboratively with a variety of stakeholders, including Board members, staff, customers, partners, and the ICEF community.

As CEO, this individual **demonstrates critical competencies in four broad categories:**

- **Commitment to results:** The CEO is a systems thinker who is customer focused and goal driven. This individual identifies relevant information and helps transform this information into individual and organizational knowledge and learning. The CEO is action-oriented and innovative. He or she translates broad goals into achievable steps. He or she anticipates and solves problems and takes advantage of opportunities, is a self-starter, and team player.
- **Business savvy:** As ICEF's leader, this position requires an individual with knowledge of and experience in management and administration. The position requires demonstrated experience in integrating and coordinating diverse areas of management. Knowledge in the following areas is required:
  - human services, finance and personnel; oral and written communications; planning and evaluation; and governance.
  - Some experience in the field of philanthropy, nonprofit management, and governance, and community relations is preferred. Some general knowledge of fund development is also preferred.

- A high level of personal skills is required to make formal, persuasive presentations to groups and to deal effectively with people from all segments of the community, including parents, students, ICEF staff and community partners. The individual must be comfortable with diversity and respectful of a wide range of faiths, beliefs, and experiences.
- **Leading change:** The CEO possesses the skills and implements the functions of a leader. He or she shares ICEF’s values, mission, and vision. He or she consistently displays integrity, models behavior, develops people, and builds teams. This individual deals effectively with demanding situations and designs and implements interventions.
- **Motivating:** The CEO who leads continuity, change, and transition. This individual knows how to influence and empower others. He or she addresses the impact of attitude and action on ICEF. A CEO who is able to attract, retain, and develop exceptional faculty and staff.

### Key Personal Attributes

- Innovator/creative
- Commands and exhibits integrity, transparency, and accountability.
- Relationship builder
- Decisive and focused; results-oriented and mission-driven.
- Articulate, effective and inspirational
- Unquestionable integrity and ethics
- Flexible, collaborative and inclusive; consensus builder
- Entrepreneurial spirit; high energy, self-starter; humble and passionate
- Personable, enthusiastic, candid and fair

## EDUCATION AND EXPERIENCE

- Bachelor's degree required in a relevant field. A master's degree is preferred. A doctorate degree is desirable.
- 10-15+ years of experience in a senior leadership role, preferably in a similar educational organization.
- Teaching experience coupled with administrative expertise as a school site leader or home office executive.

## COMPENSATION & BENEFITS

The CEO position offers a competitive salary (\$245,000-\$315,000) and a benefits package that includes a multi-year employment agreement commensurate with qualifications, experience and skills.

## HOW TO APPLY:

To be considered, please submit your resume and cover letter electronically to [ceo.icef@thehawkinscompany.com](mailto:ceo.icef@thehawkinscompany.com). Application materials received by **July 19, 2024** will receive first consideration. The position is open until filled.



### The Hawkins Company

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*ICEF is an equal opportunity employer committed to equity, diversity and inclusion.*

