Board Liaison

The Board Liaison is responsible for facilitating communication between the Chief Executive Officer (CEO) and the Board of Directors. The Board Liaison works directly with the CEO, Chief of Staff, other senior leadership and the Board of Directors and their staff and holds responsibility for the day-to-day review and coordination of CEO communications for public Board meetings and direct communications to the Board of CEO initiatives, priorities and progress across all program and operational areas. The Board Liaison also coordinates Board policy development with relevant offices and works with offices to ensure all Board deliverables are completed in a timely manner. The Board Liaison also serves as the point of contact for all information requests from the Board Office - coordinating responses from staff across departments. The primary goal of the Board Liaison is to provide support for the CEO’s networking, advocacy, policy development and strategic initiatives with the Board of Directors.

Essential Functions

- Attends full Board meetings, Sub Committee meetings and the CEO meetings on a regular basis, and other meetings as requested by the CEO.
- Carries information, questions, and feedback between the two bodies at the request of those groups.
- Coordinates and facilitate strategic brainstorming and problem-solving sessions.
- Prepares presentations and metrics for strategic initiatives.
- Works with management to respond to Internal Audit investigations.
- Coordinates with all offices to create a yearly calendar for all presentations to the full Board and Board Committees that will further the vision of the CEO and reflect and further current and ongoing priorities.
- Acts as a liaison between the CEO and Board of Directors, external community stakeholders and partners as required.
- Manages correspondence and communications on behalf of the CEO - including coordinating follow up to Board meeting minutes.
- Facilitates a bi-weekly meeting to review policies to ensure districtwide alignment to CEO priorities, equity, existing Board policies and cross-functional work and help identify key decision points that need to be elevated.
- Participates in a weekly meeting reviewing all Maryland’s Public Information Act (MPIA) requests to utilize existing public materials when possible and review consistency of response to other public materials or prior MPIA responses.
- Conducts background research and information gathering.
- Follows up with Board members or special committees as needed.
- Provides executive support, including drafting and coordinating proposals and performance dashboards.
- Drafts, reviews and edits reports, papers and various correspondences as required.
- Conducts research, assembles and analyzes data to prepare reports and documents as required.
- Supports the CEO’s networking and advocacy goals.
- Reviews, creates and contributes to media releases and presentations as needed.
- Supports the orientation and on-boarding of new Board members and new members of the CEO’s leadership team.
- Handles sensitive information and maintains a high standard of confidentiality.
- Coordinates the CEO’s internal and external communication activities.
• Fosters collaborative working relationships between CEO, the Board and committee members.
• Works with Chairs to ensure long-term productivity of the appointed groups, including facilitating a smooth transition from the out-going chair to the in-coming one.
• Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board's policies and the professional standards.

COMPETENCIES

• Strategic and Analytical Thinking - Works with senior leadership and Board of Directors to develop a strategic annual Board calendar that reflects the CEO's and the Board's priorities and support in the development and review of board presentations, strategy updates, and key communications.
• Strong Writer and Communicator - As the liaison between the CEO and Board of directors, draft and review memos, emails, letters, and presentations for the Board of Directors and public.
• Customer Focus - Commits to meeting the expectations and requirements of internal and external stakeholders; acts with stakeholders in mind; values importance of providing high-quality customer service.
• Interpersonal Skills - Builds constructive and effective relationships; uses diplomacy and tact to diffuse tense situations; can put others at ease and disarm hostility.
• Managing Relationships - Responds and relates well to people in all positions; is seen as a team player and is cooperative; looks for common ground and solves problems for the good of all.
• Functional/Technical Skills - Possesses required functional and technical knowledge and skill to accomplish job tasks at a high level; demonstrates active interest and ability to enhance and apply new functional skills.

Maximum Salary $100,934.00
Minimum Salary $83,122.00

Desired Qualifications

• Bachelor's degree. Degree must be from an accredited college or institution. Master's degree preferred.
• Minimum two years providing administrative support to a department head or senior manager or project management or policy analysis in public education or related field.
• Additional administrative support experience may be substituted on a year for year basis for the education requirement.
• Exceptional verbal and written communication skills including the ability to make effective presentations to diverse audiences.
• Interpersonal skills that ensure effective teambuilding including ability to establish and maintain effective working relationships with Board members, City Officials, Cabinet members, associates, officials, and employees.
• Strong organizational, administrative, and management skills.
• Ability to collect, compile, analyze data, assemble information, and prepare reports.
• Knowledge of the principles and practices of administrative analysis.
• Knowledge of principles and procedures of office management and supervision.
• Knowledge of standard record maintenance procedures.
• Proficient skills in the use of technical computer applications including Microsoft Word, Excel, PowerPoint, and Outlook or similar
• Skills in planning and coordinating administrative and/or clerical functions.
• Skills in setting work priorities and assigning work.
• Skills in expressing ideas and abstract thoughts clearly in both written and oral form.
• Ability to conduct administrative and organizational studies and to make recommendations for improvements.
• Ability to interpret the administrative policies and procedures of the City Schools.
• Ability to prioritize, plan, and execute multiple, complicated and continuing assignments in a timely manner.

Full-time

Additional Details

Qualified candidates for the above position must submit the following:

• Completed online application
• Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.
• Upload copies of all transcripts - undergraduate, graduate and all MSDE Certifications
• Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number
• All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application
• All documentation must be scanned and uploaded to application

Benefits -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link: http://www.baltimorecityschools.org

Baltimore City Public Schools does not discriminate on the basis of race, color, ancestry or national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability, veteran status, genetic information, or age in its employment, programs and activities and provides equal access to the Boy Scouts of America and other designated youth groups. For inquiries regarding the nondiscrimination policies, please contact Equal Opportunity Manager, Title IX Coordinator Equal Employment Opportunity and Title IX Compliance Office 200 E. North Avenue, Room 208 Baltimore, MD 21202; 410-396-8542 (phone); 410-396-2955 (fax).