Job Description

Location: Hattie Mae White
Department: Chief of Strategic Initiatives
Area: Northwest
Contract Months: 12
Salary Range: $150,000.00 – $175,000.00
Academic Year: 24-25

JOB SUMMARY
The Director of Board Engagement will be responsible for managing the processes to prepare essential information and communication for Board Members and support authentic engagement between the Board and the community. This includes, working closely with Board Services to manage the agenda review lifecycle, synthesizing complex information and communicating information through well-designed deliverables, drafting and copy-editing Q&A responses from the Administration, managing Board Requests for Information and Board Superintendent Referrals, as well as executing small-group learning opportunities for Board members. Finally, this role is responsible for creating a Board Engagement Calendar and creating all materials to ensure successful engagements. This role requires the ability to internalize complex information quickly and package that information in an easily digestible format, strong project management skills, and superb writing and materials creation skills to ensure smooth and efficient operations related to Board engagements and meetings.

MAJOR DUTIES & RESPONSIBILITIES
List most important duties first
1. Manage the Board Engagement Coordinator to meet all milestones and team goals
2. Managing the Board Meeting question and answer process ahead of each board meeting
3. Draft, review, and edit Q&A responses from the Administration.
4. Own the superintendent referral and Board RFI lifecycle processes
5. Develop and Maintain the Board Engagement Calendar including: determining list of
organizations/groups for outreach, developing content for those engagements, and ensuring event success
6. Prepare materials and presentations for Board Meetings and small group board learning sessions
7. Utilize strong project management skills to oversee all assigned streams of work

MAJOR DUTIES & RESPONSIBILITIES CONTINUED
8. Prepare weekly Board Member Communication
9. Provide support to the Deputy Chief of Public Affairs and Board Engagement.
10. Coordinate and facilitate communication and collaboration across multiple departments and levels to gather and synthesize information
11. Ensure all responses are clear, professional, and aligned with district standards.
12. Maintain consistency in messaging and tone across all written materials.
13. Ensure all stakeholders are informed and prepared for Board meetings and external Board Engagement.
14. Develop and implement processes to improve efficiency and effectiveness.

EDUCATION
Bachelor’s degree

WORK EXPERIENCE
Minimum of 5 years of experience in a leadership role, preferably within a similar industry or organization.

SKILL AND/OR REQUIRED LICENSING/CERTIFICATION
• Strong strategic thinking and analytical skills, with the ability to translate vision into actionable plans.
• Strong writing and powerpoint skills
• Demonstrated track record of successfully leading and managing teams, fostering a high-performance culture.
• Excellent communication and interpersonal skills, with the ability to effectively engage and influence stakeholders at all levels.
• Exceptional problem-solving and decision-making abilities, with the capacity to navigate complex challenges.
• Demonstrated ability to build and maintain positive relationships with internal and external stakeholders.
• Strong project management skills, with the ability to manage multiple priorities and meet deadlines.
• Knowledge of relevant industry regulations, compliance standards, and best practices.
• Ability to adapt to change
• Commitment to diversity, equity, and inclusion principles and practices.
• Strong ethical standards and integrity in decision-making.
• Professional certifications or memberships relevant to the industry or leadership role are desirable.
LEADERSHIP RESPONSIBILITIES
Executes upon strategic vision with excellence.
Manages small team against key metrics and outcomes.
Supports senior leadership team, including Chief of Public Affairs and Communications and Deputy Chief of Public Affairs and Board Engagement.

WORK COMPLEXITY/INDEPENDENT JUDGMENT
Work is non-standardized and widely varied, involving many complex and significant variables including significant time spent planning, evaluating complex solutions and issues, and negotiating outcomes. Strong analytic ability and inductive thinking are frequently required to devise new approaches to situations where previously accepted solutions have proven inadequate. Position regularly makes recommendations to management on areas of significance to the division. Supervision received typically consists of providing periodic coaching, advice and feedback.

BUDGET AUTHORITY
Participates in a group plan and/or budget development.

PROBLEM SOLVING
Decisions are made with greater freedom and discretion, including recommendations that are subject to approval on matters that may affect multiple departments across HISD. Job is frequently expected to recommend new solutions to problems, to improve existing methods/procedures/services and generate new ideas. May also review decisions made by other individuals on more routine matters.

IMPACT OF DECISIONS
Decisions have considerable impact to multiple divisions or the district causing risks or improvements to relationships, significant efficiencies or delays in operations, and/or significant financial gains or expenses. Errors are serious and difficult to discover, normally involve decisions not subject to detailed review and will result in excessive costs and/or significant project delays.

COMMUNICATION/INTERACTIONS
Negotiate and influence - interprets department strategies and services, resolves conflicts, influences outcomes on matters of significance for the division, conducts final negotiations and coordinates approvals/decision making below the executive level. Interactions are typically with customers and Top Management.

CUSTOMER RELATIONSHIPS
Regularly assesses and diffuses complex, and escalated customer issues. Takes personal responsibility and accountability for solving systemic customer service problems. Regularly explores alternative and creative solutions to meeting the needs of the customer within HISD's
policies and guidelines.

WORKING/ENVIRONMENTAL CONDITIONS
Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.
Ability to carry and/or lift less than 15 pounds.

Houston Independent School District is an equal opportunity employer.