

Manager-Board Relations

The Manager of Board Relations is responsible for facilitating communication between the Chief Executive Officer (CEO) and the Board of School Commissioners and plays a key role in leading the development of Board policy. The Manager of Board Relations works directly with the CEO, Chief of Staff, other senior leadership, the Board of School Commissioners, and their staff. The Manager of Board Relations is responsible for the day-to-day review and coordination of CEO communications for public Board and Committee meetings and the direct communications to the Board of CEO initiatives, priorities, and progress across all program and operational areas. Collaborating with the Office of Legal Counsel and other departments, the Manager of Board Relations develops or revises Board policies to ensure they reflect the Board's priorities and current law. Working closely with City Schools' leadership and the Board, the Manager of Board Relations is responsible for developing calendars and agendas for all Board meetings.

Minimum Salary\$90,547.00

Maximum Salary\$154,452.00

Essential Functions

- Plans and facilitates weekly Leadership Team Meetings to vet materials with leadership from key City Schools departments to make sure they reflect organizational priorities and the input of organizational leaders.
- Facilitates a bi-weekly meeting for the Policy Review Team 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.
- Schedules Policy Review Team meetings with offices undertaking policy revisions or changes to administrative regulations.
- Oversees the stakeholder engagement process for offices involved with policy revisions, including the drafting of original correspondence, returning feedback to the relevant office(s), and maintaining the Policy Process shared site.
- Participates in a weekly meeting reviewing all Maryland 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 as needed.
- 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.
- Reviews, creates, and contributes to media releases and presentations as needed.
- Supports the orientation and onboarding of new Board members and new members of the CEO's leadership team.
- Handles sensitive information and maintains a high standard of confidentiality.
- Fosters collaborative working relationships between CEO, the Board, and committee members.
- Works with the Board Office to ensure long-term productivity of the appointed groups, including facilitating a smooth transition from the outgoing chair to the incoming one.
- Assists the Office of Achievement and Accountability with compiling annual responses for Key Performance Indicators (KPIs) requested from the Council of Great City Schools.
- Coordinates and facilitates strategic brainstorming and problem-solving sessions
- Attends all Board meetings, subcommittee meetings, and the regular meetings of the CEO with Board leadership, as well as other meetings as requested by the CEO or the Chief of Staff.
- Serves as a liaison between the Board and City Schools, responsible for ensuring the timely and clear transfer of knowledge, information, questions, and feedback between the two bodies to support the ability of each to fulfill its respective roles.
- Supports and collaborates with departments to develop materials in response to Board questions or for scheduled meetings, ensuring the timely delivery of information to inform the Board's work.
- Review presentations and metrics for strategic initiatives.
- Works with management to coordinate meetings and responses to Internal Audit investigations.
- Works with all offices and cabinets to create a yearly calendar for all presentations to the full Board and Board Committees, which will further the vision of the CEO and reflect current and ongoing priorities.
- Acts as a liaison between the CEO and Board of School Commissioners, external community stakeholders, and partners as required.

- Manages correspondence and communications on behalf of the CEO - including coordinating follow-up to Board meeting minutes.
- 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.

Desired Qualifications

- Bachelor's degree. Degree must be from an accredited college or institution. A master's degree is preferred.
- Minimum of two years providing administrative support to a department head or senior manager or project management or policy analysis in public education or related field. management or policy analysis in public education or related fields.
- 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 the 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, and 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 package.
- 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 ("City Schools") does not discriminate in its employment, programs, and activities based on race, ethnicity, color, ancestry, national origin, nationality, religion, sex, sexual orientation, gender, gender identity, gender expression, marital status, pregnancy or parenting status, family structure, ability (cognitive, social/emotional, and physical), veteran status, genetic information, age, immigration or citizenship status, socioeconomic status, language, or any other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity and inclusion for all. Some examples of discrimination include acts of hate, violence, harassment, bullying, or retaliation. For more information, see Baltimore City Board of School Commissioners Policies [JBA \(Nondiscrimination - Students\)](#), [JBB \(Sex-Based Discrimination - Students\)](#), [JICK \(Bullying, Harassment, or Intimidation of Students\)](#), [ACA \(Nondiscrimination - Employees and Third Parties\)](#), [ACB \(Sexual Harassment - Employees and Third Parties\)](#), [ACD \(ADA Reasonable Accommodations\)](#), and [ADA \(Equity\)](#), and the accompanying City Schools Administrative Regulations. City Schools also provides equal access to the Boy and Girl Scouts and other designated youth groups. [Link to Full Nondiscrimination Notice.](#)

This position is affiliated with the City Union of Baltimore (CUB) bargaining unit.

This position is affiliated with the City Retirement Plan.

Please be advised that the salary range listed in this job posting represents the total salary range applicable to this position and does not reflect the hiring range for external candidates. The hiring range is defined as follows: \$90,547 - \$126,422. It is important to note that this hiring range may not be applicable to internal candidates.