



Chief of External Board Relations

Job Brief

The South Carolina Public Charter School District (PCSD) is looking for an energetic and self-motivated Chief of External Board Relations to serve the district, its schools, and their boards. The incumbent will be responsible for establishing and maintaining statewide school board relations; supporting the Executive Director of External Affairs, Deputy Superintendent of Finance and Operations, and Deputy Superintendent of Sponsor Performance; working with the Chief Deputy Superintendent on a variety of tasks; implementing a clear school board governance improvement strategy; managing and maintaining school board relationships; and supporting the authorization and finance teams in the review of school financials and oversight of contracts; This job is Columbia-based four days per week in-office with one remote day permitted per week, requires frequent statewide travel, and some nights and weekends.

Responsibilities

- Prepares formal briefing materials on school board governance improvement strategies.
- Designs, implements and oversees a comprehensive school board governance improvement and relations strategy.
- Coordinates and implements activities related to school board governance relations.
- Establishes and maintains positive working relationships with each schools' board, and creates consistent, two-way, frequent communications regarding support and compliance of board governance.
- Attends school board meetings and reports actions based on level of compliance, topic of meeting, and significance of action.

- Develops and maintains a system of board governance oversight in coordination with our Academic, Finance, and Operations (AFO) index in collaboration with the Director of Operations.
- Inventories, tracks, and evaluates all contracts and insurance policies with external vendors.
 - Provides outreach support for District special events such as Leaders Summit.
 - PCSD Annual Report coordination and distribution.
 - Supports the Chief of Charter Development in the review of charter applications and the onboarding of new, transfer, and developing schools in preparations to operate autonomously and effectively within the SCPCSD portfolio, including the maintenance of relevant guidance documentation and training modules, as well as ensuring the transmission of a school-level understanding of needed in-house infrastructure, staffing, and capacity in the areas of governance.
 - Serves as site visit reviewer for all site visits related to governance performance.
 - Serves on the Direction team alongside PCSD Chiefs and demonstrates servant leadership at all levels.
 - Develop and curate online resources for school boards in collaboration with the Sponsor Performance Team.
 - Conduct semi-annual and yearly reviews of board governance in collaboration with the Sponsor Performance Team.

Preferred skills and qualifications

- Bachelor's degree with evidence of strong and diverse organizational communications, and excellent organizational skills
- Demonstrated successful experience in external relations and board governance
- Ability to proactively engage with a variety of stakeholders

Interested Candidates should submit a resume to Brad Henry, Executive Director of External Affairs, bhenry@sccharter.org by Nov. 1, 2024