

The National Center for Fair & Open Testing (FairTest)

Position Description

Co-Executive Director

Overview

Standardized testing is at the center of national debates over the future of education and is critical to many debates over civil rights and equity. The National Center for Fair & Open Testing (FairTest), an advocacy organization, plays a vital role in these powerful debates.

FairTest (www.fairtest.org) is the only organization in the country whose mission is to advance quality education and equal opportunity by promoting fair, open, valid and educationally beneficial evaluations of students, teachers and schools and working to end the misuses and flaws of testing practices that impede those goals.

FairTest serves as a national voice for more equitable and responsible educational assessment policies by acting as an advocate for reform of K-12 and university admissions testing practices and by providing information and assistance to policymakers, civil rights and education organizations, parents, teachers, journalists and others. Founded in 1985, the organization is located in Cambridge, Massachusetts.

FairTest is seeking a full-time Co-Executive Director to share responsibilities with the current Executive Director. These shared responsibilities include:

- Planning and implementing reform strategies to ensure fair and accountable testing;
- Planning and implementing a strong organizational development and fundraising program;
- Planning and implementing compelling marketing and communications strategies;
- Representing the organization in the national arena through speaking engagements and media relations;
- Recruiting, training, managing and evaluating staff;
- Serving as a liaison with FairTest's Board of Directors to develop a dynamic vision for the organization's future.

This full-time position has been newly created to complement the responsibilities and capacities of the current Executive Director. The Co-Executive Directors will work together to manage the vital mission and programs of FairTest. At a time when standardized testing is central to debates over education and civil rights, this is an exciting opportunity to help lead the nation's primary advocacy organization on issues related to testing and accountability.

Qualifications and Personal Characteristics

- Bachelor's degree and a minimum of three to five years' senior management experience;
- A commitment to FairTest's mission;
- A track record of entrepreneurial leadership, organizational/program management and advocacy;

- Experience in board development and supporting board leadership as staff or as a volunteer board member; demonstrated ability to build a successful board/staff team;
- Significant fundraising experience, including grant writing, managing a development plan and cultivating new and existing donor relationships;
- Knowledge of financial management, especially budget and cash flow management;
- Excellent analytical, communication (written and oral), people and teamwork abilities, coupled with strong strategic, organizing and research skills;
- Ability to work collaboratively as well as independently and manage multiple projects;
- Experience in civil rights, women's rights or education reform is desirable; familiarity with the issues of testing and evaluation is a plus;
- Media and legislative experience a plus;
- Some travel required.
- The new co-director will work out of FairTest's Cambridge office.

Compensation

- Salary is commensurate with experience. Benefits include four weeks' vacation and full health insurance.

FairTest is an equal opportunity employer.

Please e-mail cover letter and resume by November 26, 2006 to:

(Ms) Lee Crane Wood

Strategies for Growth

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or fax (703) 765-1125

No phone calls, please.