Notice of Vacancy

The Commissioner of Education invites applications from qualified candidates for the following:

Reference Number: DOE-057-22

Title: Executive Director
Range/Title Code: X98/90617
Salary: Up to $110,000.00
Position Number: 619671
Issue Date: July 19, 2022

Closing Date: August 2, 2022
Core Hours of Operation: 7:30 a.m. – 5:30 p.m.
Location: Trenton, New Jersey
Division: Office of Amistad Commission

Description:
Reporting to the Chairperson and under the direction of the Amistad Commission (Commission), in the New Jersey Department of Education, and subject to the rules and regulations of the Commission, the Executive Director of the Office of the Amistad Commission shall have general supervisory and management responsibility over the activities and administration of the Commission. The Executive Director will have overall strategic, administrative, and operational responsibility for the Commission’s staff, programs, and execution of its mission; will serve as the administrator of Commission meetings and operations; and will possess a knowledge and understanding of the African American experience and their contributions to the diaspora.

General responsibilities include, but are not limited to,

1. Board Governance: Responsible for leading the Commissioners of the Commission in a manner that supports and guides the Commission’s mission as defined by the Commission and responsible for communicating effectively with the Commission and providing, in a timely and accurate manner, all information necessary for the Commission to function properly and to make informed decisions.

2. Organization, Mission, and Strategy:
   (a) Responsible for strategic planning that establishes clearly defined goals, strategies, implementation plans, and assessments to ensure that the Commission can successfully fulfill its mission.
   (b) Responsible for managing Commission staff and volunteers to ensure that the mission is fulfilled through strategic planning and outreach to the constituencies of the Commission.
   (c) Serves as the Commission's primary liaison to teachers, administrators, other constituencies, media, and the general public.
   (d) Promotes the Commission by being active and visible in the community and by working closely with other professionals, as well as civic, government, and private organizations.
   (e) Responsible for the preparation of reports for the Governor and the Legislature regarding its findings and recommendations to facilitate the inclusion of slavery in America, the African slave trade, and contributions of African Americans to our society today in educational systems in the State.
   (f) Upon request, assists the State Department of Education and other educational agencies in the development and implementation of curriculum and programming regarding slavery in America, the African slave trade, and contributions of African Americans to our society.

3. Financial Performance: Develops resources and oversees fund development, including the procurement of grants, to ensure the financial health of the Commission. Responsible for the fiscal integrity of the Commission, including submission to the Commission on a proposed annual budget and quarterly financial statements that accurately reflect the financial sustainability of the Commission. Responsible for fiscal management that
anticipates operating within the approved budget and ensures maximum resource unitization and maintenance of the Commission in a positive financial position; and performs other related work as required.

**Requirements:**

Education: Graduation from an accredited college or university with a Bachelor’s degree.

Note: Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.

Preferred Education/Experience: A Master’s degree or higher is preferred. Five (5) years of experience in policy administration or program management in a public or private organization. Strong communication skills, including oral and written communication. Ability to interface and engage school districts, administrators, center directors, media, elected officials, and various constituencies. Experience working with constituencies on topics related to anti-racist education and culturally responsive/sustaining pedagogy. Management and budgeting experience a plus. Additional qualifications include, but are not limited to, the ability to travel, various methodologies of presentation skills and to various audiences, and the ability to perform other work responsibilities as directed.

**Salary Range:**

Up to $110,000.00 commensurate with education and experience.

**Open to the Following:**

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

Applicants must meet the open competitive requirements listed on the job specification on file at the Civil Service Commission. You may access the job specification through the Civil Service Commission’s website https://info.csc.state.nj.us/jobspec/90617.htm.

Authorization to work: selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Immigration and Customs Enforcement regulations. Note: The State of New Jersey does not provide sponsorships for work visas.

**Forward a cover letter and resume electronically to:**

resume3@doe.nj.gov (include the Reference # in the subject line)

The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.