



POSITION SPECIFICATION

EXECUTIVE DIRECTOR

Mindful Schools

Emeryville, CA

Leadership Search Partners

is a search firm focused exclusively on the nonprofit sector. Based in Berkeley, the firm works with local, national, and international nonprofits to help them hire exceptional senior-level leaders.

Managing Director & Principal Leyna Bernstein

is leading this search assignment. Inquiries may be made, in confidence, to Leyna Bernstein at Leyna@leadershipsearch.com.



TITLE: Executive Director

ORGANIZATION: Mindful Schools

LOCATION: Emeryville, CA

REPORTS TO: Board of Directors

ABOUT MINDFUL SCHOOLS

The mission of [Mindful Schools](#) is to train the world's educators in mindfulness in an organic, sustainable way – giving educators simple, effective tools for self-care, classroom engagement, and increasing learning readiness while connecting them with a vibrant, supportive peer network.

Mindful Schools has grown rapidly over the past ten years, from a program at a single school in Oakland to a dynamic nonprofit enterprise at the forefront of a movement to change education from the ground up.

Today Mindful Schools provides online and in-person courses and content to a network of mindful educators spanning all 50 U.S. states and 100+ countries. Its courses and curricula are designed to serve under-resourced public schools facing high turnover rates and toxic stress, as well as college-prep schools with more access to resources. They offer educators practical skills for self-care, facilitation, and connecting with youth, providing simple, effective mindfulness practices that can be integrated into the school day and adapted to diverse environments.

Mindful Schools has trained over 25,000 adults, has brought mindfulness to over 1,500,000 youth, and leads the Mindfulness in Education field with over 70,000 web site visits monthly and more than 300,000 highly-engaged Facebook supporters.

Mindful Schools combines a robust online learning platform with interactive sessions with highly skilled master teachers, providing an unparalleled training experience for educators. Courses include:

- **Mindfulness Fundamentals**
- **Mindful Educator Essentials**
- **Year-Long Certification**
- **Difficult Emotions**
- **Mindful Communications**



Mindful Schools is headquartered in a beautiful, light-filled office building in Emeryville. It has an annual budget of \$4m with diverse revenue from course fees, individual donors, and foundation grants. The organization has 16 staff, a 5-member volunteer board, and a dedicated team of 16 master mindfulness educators.

ABOUT MINDFULNESS IN EDUCATION

Mindfulness is an evidence-based practice that involves bringing nonjudgmental, present-time awareness to one's own body, mind, and environment. Mindfulness helps teachers and students succeed in the face of issues including: stress and its effects on emotion and learning, the impact of media on children's attention, and teacher burnout. Mindfulness in education is increasingly recognized as a powerful tool for improving school climate, helping strengthen students' ability to self-regulate and cope with stress, and preventing teacher burn-out.

ABOUT THE OPPORTUNITY

At a time of growth in the mindfulness "industry" and as public schools place greater emphasis on social and emotional learning (SEL), Mindful Schools is at an exciting and pivotal juncture.

Mindful Schools' next Executive Director will be a compassionate, values-centered leader who can take the organization to a new level of maturity and impact. The right leader will build on the solid foundation created by Mindful Schools' founders to oversee exponential growth in Mindful Schools' community of trained educators. Through this networked community of educators, Mindful Schools will transform the classroom learning experience for millions of students across the country and around the world.

Responsibilities

The Executive Director will provide the vision and organizational leadership to shape the strategy and develop the capabilities needed to execute on the Mindful Schools' ambitious goal of exponentially expanding its impact and reach.

Major Areas of Accountability:

- **Strategic Direction**
Lead the organization in the development and implementation of long-term vision, strategies, and plans. Ensure unified understanding of the Mindful Schools' theory of change. Develop a process for planning, implementing, and evaluating short- and long-range goals for the organization.

- **Organizational Leadership**
Be a highly accessible, visible, and inspirational leader to the organization while ensuring management discipline and accountability for results, striking the right balance between the need for consultation, decisive decision-making, and follow-through on execution.
- **Talent**
Maintain an organizational culture and climate that attracts, retains, and motivates a diverse, high performing team of staff and guiding teachers.
- **Finance and Operations**
Ensure that the organization has the right structure, people, and processes to effectively execute on goals and meet the needs of the educators Mindful Schools serves. Work closely with the Director of Finance & Administration to manage all financial aspects of the organization, making sure that spending is aligned with priorities and that priorities are aligned with available resources. Communicate financial, operational, and programmatic data with clarity and transparency so that the Board of Directors and staff can readily understand concerns and leverage opportunities.
- **Programmatic Impact**
Assume overall accountability for programmatic success, including ensuring that outcomes are set, measured, and met/exceeded. Leverage the growing body of evidence that mindfulness supports optimal learning in the classroom and build on the strong reputation that Mindful Schools has developed in the mindfulness community and its course graduates to scale the organization to greater impact.
- **Board Relations**
Maximize the Board of Directors' contribution to the organization by keeping its members well-informed, building agendas that facilitate board decision-making, working with the Board to recruit new board members, and drawing out the Board's ability to contribute to program, project, and development activities. Ensure effective lines of communication and linkages between the Board and staff.
- **Stakeholder Relations and Community Engagement**
Ensure Mindful Schools effectively engages and supports the 15,000+ teachers who have enrolled in its courses. Be the steward of Mindful Schools' brand and demonstrate the ability to compellingly communicate the mission to key stakeholders and external audiences. Establish, cultivate, solicit, and steward relationships with key funders and direct and oversee all fundraising activities to secure and grow contributed revenue.



Professional Experience/Qualifications

The ideal candidate will be passionate about the mission of Mindful Schools, and will have previous experience in an executive director or equivalent leadership role, with substantial experience working with K-12 educators and/or in the K-12 education field. S/he will have managed institutional change in rapid growth settings, and will have the skill and desire to lead Mindful Schools into a new era of broader impact.

Experience:

- 10+ years of progressively responsible experience as a manager and leader in nonprofits and/or schools with substantial experience leading growth and change
- Extensive staff management experience and a track record of fostering collaboration and team building, mentoring, and positive staff interactions in the workplace; track record as natural coach and teacher who appreciates empowering employees
- Experience developing capacity for growth through philanthropic fund development
- Experience reporting to a board of directors or similar body; service on one or more nonprofit boards highly desired

Skills:

- Proven organizational leadership skills and the ability to galvanize diverse stakeholders around a shared vision
- Skilled in strategic planning and the development and implementation of organizational strategies for growth and impact
- Strong understanding of the use of technology and online platforms for engagement, community building, education, and communications
- Proven ability to develop and maintain collaborations, partnerships, sponsorships, and other relationships with agencies, groups, and individuals
- Outstanding written and verbal communication skills; ability to inspire and inform diverse audiences and to articulate Mindful Schools' story to funders, partners, and donors
- Proven team builder and leader with a record of hiring talented managers, creating positive and productive work environments, and supporting healthy work/life balance

Personal Characteristics:

- Personal and heartfelt connection to mindfulness and the mission of Mindful Schools; personal mindfulness practice preferred
- Desire to have a lasting, positive impact on students and teachers
- Collaborator with authentic interest in compassion in action
- Open, supportive, and encouraging leadership style

Preferred:

- Master's degree or equivalent



COMPENSATION

A highly competitive compensation and benefits package will be made available to the qualified candidate.

TO APPLY

Leadership Search Partners is conducting this search on an exclusive basis on behalf of Mindful Schools. Interested candidates should apply via email by sending a letter outlining qualifications and interest in the mission of Mindful Schools, brief bio, and resume as PDF or Word documents to Client Services Manager Julia Moon at Julia@leadershipsearch.com, with "Mindful Schools-ED" in the subject line. Applications will be accepted through Friday, June 16, 2017.

Inquiries may be made, in confidence, to Search Consultant Leyna Bernstein at Leyna@leadershipsearch.com.

MINDFUL SCHOOLS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

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