

Job Announcement

iCivics **Executive Director** (Washington, DC)

(Posted: January, 2011)

iCivics has retained Slesinger Management Services to recruit a person with strong program development, organization-building, and fundraising skills – and a passion for civics – to serve as executive director. Applications will be accepted until this search is completed.

The Organization

iCivics is a web-based, nonprofit, educational organization whose mission is to reinvigorate the teaching of civics through interactive games, innovative lesson plans, and online activities so that middle and high school students throughout the United States will become active participants in our democracy.

The organization was launched in 2007 by retired Supreme Court Justice Sandra Day O'Connor, who is concerned that students are not getting the information and tools they need for civic participation, and that civics teachers need better materials and support. In a nonpartisan way, computer games focus on subjects such as voting, the Constitution and bill of rights, separation of powers, and the roles and responsibilities of the legislative, executive, and judicial branches of the federal government. (Initially, the organization was called Our Courts, but then changed its name to iCivics, given the broader range of topics it would address.)

To date iCivics's games have been played more than one million times by students throughout the country. More than 2,000 teachers and others have signed up for iCivics's email list. But this is only scratching the surface. iCivics's recently developed strategic plan is to reach many more students, teachers, and schools with a full civics curriculum using interactive computer games and other tools that will appeal to the first generation of "digital natives."

iCivics currently has a staff of four and an annual budget of \$1.5 million. During its start-up phase, revenue has come primarily from private foundations, corporations, and individuals such as the MacArthur Foundation, Goldman Sachs, the Annenberg Foundation, the Estee Lauder Foundation, PepsiCo, and the Entertainment Software Association Foundation. The founding executive director, Abigail Taylor, will be stepping down in 2011 to return to her career in the practice of law.

iCivics is governed by a 12-person board of directors chaired by Justice O'Connor (who, though retired from the United States Supreme Court, continues to hear cases as a visiting judge in federal courts of appeal).

For more information about iCivics, please go to www.iCivics.org.

Principal Responsibilities of the Executive Director

The next executive director's key responsibilities include:

1. Leading the process to create more interactive games available for free on the internet that will motivate and enable middle and high school students to learn more civics.
2. Overseeing the development and distribution of a complete civics curriculum that teachers and students throughout the United States will want to use.
3. Developing a financial plan that will ensure the long-term sustainability of the organization. In addition to increasing financial support from foundations, corporations, and individuals, the organization would like to explore income-generating opportunities – while maintaining free access to the interactive games for everyone with internet access. A significant portion of the executive director's job will be focused on fundraising.
4. Leading and motivating the 4-person staff (which is expected to grow) based in Washington, DC, plus the contractors, consultants, and volunteers around the country who are helping iCivics. (Each state has a volunteer to help introduce iCivics into that state's schools.)
5. Supporting and developing iCivics's board of directors, which currently is made up 12 people with backgrounds in law, education, computer games, and other relevant fields.

Desired Skills, Experience, and Personal Characteristics

To be successful, the executive director should be:

1. Committed to the mission of the iCivics, ideally demonstrated through relevant professional or volunteer activity. Experience in law or education is desirable, but not essential.
2. A skilled manager of people and processes, with a strong record of accomplishing goals through a collegial, team effort. Broad experience in program management, financial management, and administration is highly desirable.
3. An excellent communicator, able to motivate, inspire, and persuade staff, board members, funders, educators, and other stakeholders to take action that helps iCivics carry out its mission.
4. A fearless fundraiser, who enjoys persuading people to invest in an important cause. A successful track record in fundraising from foundations, corporations, and major individual donors is highly desirable.
5. Knowledgeable about ways a mission-driven organization like iCivics can generate revenue from the sale of products and services – although as stated above, the interactive games are expected to continue to be free. Experience generating revenue (for nonprofits or for-profits), would be valuable.
6. Able to develop and maintain a strong working relationship with Justice O'Connor and the other members of the board of directors.
7. Interested in a full-time, hands-on job in an organization that has a small staff but large ambitions. It should be noted that iCivics is a young organization, just past the start-up phase. Experience growing young, small organizations would be valuable.
8. Able to travel periodically to all corners of the United States to visit leaders in the education community, game developers, project partners, donors, and others.

Compensation

Salary will be commensurate with experience and qualifications.

To Apply

Please e-mail:

1. cover letter that explains why you're interested and qualified,
2. resume, and
3. three-year salary history (which will be held in strict confidence)

to search consultant Larry Slesinger, Founder and CEO of Slesinger Management Services, at Larry@SlesingerManagement.com. Please include "iCivics" in subject line; attached files in Microsoft Word or PDF only. All applications will be acknowledged promptly.

iCivics is an Equal Opportunity Employer.