



**Dr. Howard Fuller
Collegiate Academy**

– Founded in 2004 –

Position Description

Chief Executive Officer

Dr. Howard Fuller Collegiate Academy

Reports to Board of Directors

Background

Dr. Howard Fuller Collegiate Academy (HFCA) is a tuition-free, non-profit, public charter school that is open to all students in the City of Milwaukee. The school is a Black controlled educational institution. The student body is made up of predominately Black students who primarily reside in some of Milwaukee’s poorest neighborhoods. HFCA has a strong emphasis on providing education for low-income, potential first-generation college students, with over 96% of the student scholars categorized as “economically disadvantaged.”

HFCA was founded in 2004 as the Clergy for Educational Options Leadership Academy (CEO), a private Christian high school located at New Hope Missionary Baptist Church. In 2007 the school moved to 33rd and Brown in a renovated building that had been a K-8 Lutheran school. In 2010 the school became a public charter school authorized by the Milwaukee City Council, changing its name to Commitment, Excellence and Opportunity Leadership Academy (CEO).

In 2013, to accommodate a growing student population, the school relocated to its current location on the corner of 29th and Capital Drive. The school was renamed Milwaukee Collegiate Academy (MCA) to better reflect the school's mission.

In 2019, on College Decision Day, the school was renamed the Dr. Howard Fuller Collegiate Academy to honor its founder, Dr. Howard Fuller, for his commitment and advocacy of students in Milwaukee and throughout the country.

HFCA’s mission is to nurture scholars capable of transforming their world, by sending them to and through college. Since 2012, 100% of our graduating seniors have been admitted to a post-secondary program. Over the last five years we have experienced consistent growth trends, both academically and in enrollment. Enrollment is now at more than 300 scholars, and we have achieved a “meets expectations” rating from the State of Wisconsin Department of Public Instruction (DPI). We are again at an inflection point. We must grow. To grow, we have a two-pronged approach: (1) increase physical capacity to serve 800 students and (2) acquire an existing school to increase enrollment and identify talent to support our growth. Construction is underway for our new high school. We will renovate our current location and convert it to a middle school. Both sites are scheduled to open in August 2024.

Role Purpose

The Chief Executive Officer (CEO) will be responsible for overseeing the completion of the two facilities and integrating the acquired school into HFCA. She/he will be responsible for developing a long-term plan for the school’s that enables an increase of 500 seats and programming to ensure our students are not only ready for post-secondary programs, but also ready for work.

The CEO will also serve as the business leader and external ambassador for HFCA and will be the chief fundraiser, responsible for all external stakeholder engagement (donors, partners, community leaders, etc.).

The CEO will lead and work with the Principals and the academic teams to strengthen academic outcomes and improve college matriculation and persistence.

The CEO is responsible for leading the operations team to ensure day-to-day management and compliance with all laws and regulations.

She/he will be directly accountable to the Board of Directors and serve as the staff liaison to the Board of Directors.

Accountabilities

Vision and Strategy	<p>Defines strategy and vision for HFCA with guidance and support from the Board. Ability to identify needs of students, community and businesses, and then translate into a strategic opportunity for the school to grow and flourish. Must be able to synthesize and simplify information into a compelling story that will engage a diverse group of stakeholders. Must have the ability to galvanize both the operations and the academic teams to support, advance and execute the strategy.</p> <p>Measures of Success: Set by Board and in alignment with business plan and vision. Includes, but is not limited to, fundraising, compliance and academic measures.</p>
Fundraising	<p>Support the successful completion of the capital campaign. Help build the development team while cultivating a donor base. In addition, the CEO must develop a sustainable budget enabled by increasing enrollment, growing an annual fund of \$750,000 - \$1,000,000 and strengthening an internal team, processes and systems to support fundraising. Manages and provides direction to the Development Director.</p> <p>Measures of Success: Set in concert with the Board of Directors. Includes funds raised, number of donors (new and existing), and organizational excellence.</p>
Stakeholder Engagement	<p>Ability to refresh and passionately tell our story to diverse audiences to achieve both funding and programming objectives.</p>

	<p>Measures of Success: Set in concert with Board of Directors and team. Includes partnerships to enable student services, including career pathways.</p>
Operations	<p>Works with the Chief Financial Officer (CFO) to ensure all financial operations are carried-out in manner to ensure both fiscal and fiduciary responsibilities are achieved. Establishes budgets, policies and processes to ensure adherence to all laws and standards as required by federal, state and local programs and as set by the Finance Committee. Provides oversight to all operations, including Facilities, Finance, Food Service, IT, Maintenance and Security.</p> <p>Measures of Success: Set with Finance Manager and Finance Committee. Includes, achieving annual budget, strong financial audits and full compliance with programs.</p>
Academics	<p>Provides direction to Principals to ensure all programming aligns with vision, budget and values of the organization. Supports the Principals' leadership of the education team through coaching and guidance.</p> <p>Measures of Success: Set by DPI, The Milwaukee City Council's Charter School Review Committee(CSRC) and The Board of Director's Academic Excellence Committee . Includes, Post-secondary matriculation, graduation rates, ACT scores, etc.</p>
People Leadership	<p>Foster a high performing and "family" oriented culture by creating a trusting, collaborative, open, and positive atmosphere for all.</p> <p>Measures of Success: Set by Board. Retention and recruitment of staff, engagement surveys and Board Reviews.</p>
<i>other accountabilities as assigned</i>	

Experience	
Required	<ul style="list-style-type: none"> ● 8-10 years in nonprofit or education leadership roles ● Experience: 5+ years of experience developing, leading or directly supporting the execution of a business plan. Prior experience in leading an organization or a key function/department of an organization ● Education: Bachelor's Degree or equivalent ● Exposure: Has worked with seasoned professionals across multiple sectors and managed budgets/finances at a functional/departmental level, if not organizational
Nice to Have	<ul style="list-style-type: none"> ● Education: MBA ● Experience: Trained in or prior experience in secondary education; Track record in fundraising either as grant writer or fund developer ● Exposure: Youth development programs and/or job development programs

- 5+ years of people leadership / management

Guiding Questions

Are you passionate about impacting the lives of youths and providing a path to self-agency and ultimately, a pathway to career and economic opportunities? Do you enjoy creating plans and then building and enabling teams to make those plans come true? Have you ever wanted to be a part of something bigger than yourself?

At Dr. Howard Fuller Collegiate Academy, we are on a path to something bigger. For nearly 20 years, we have been beating the odds. In the next 3-5 years, we want to take our school to new heights. Creating 300 high-performing seats for middle school and 200 more high-performing seats for high school students while also readying them for college and work. Today, our students face challenges no child should. 96% of our students are economically disadvantaged with median household income less than \$38,000. 20% of our students have Individual Education Plans and most come to HFCA reading at or below a 3rd grade level. With the love, tenacity and support of our staff, our students build self-agency. Some of them grow single digit ACT scores to the national and state averages. And since 2012 100% of our graduating seniors are admitted to college. You could help us do even more!

How you'll make a difference and gain experience:

- Strengthen our academic programming and outcomes.
- Help build and lead a sustainable plan for the school's future.
- Build an annual fund of \$750,000 - \$1,000,000 to ensure the stability of the school.
- Successfully integrate the two schools.
- Support the successful completion of the capital campaign.
- Attract and hire a team to advance the school's vision.
- Work with leaders and partners across the City of Milwaukee and nationally, to develop and advance our career pathways focused on healthcare, technology and business.

What you'll bring:

- Business skills and vision to harness our story and support the building of our present and our future.
- Influencing skills to engage external stakeholders to support our mission.
- Leadership skills to lead and coach our operations team while inspiring and supporting our academics team.
- Execution skills to achieve goals and continuously raise the bar.

Come join our team and make the impossible into "I'm possible" for students who are seeking more for themselves and determined to defy the impossible and redefine the possible.

For more information or to apply: please email executive_search@fullercollegiate.org or contact Dr. Howard Fuller at h.fuller@fullercollegiate.org or call (414) 807-1310