



State of Washington Higher Education Coordinating Board **Executive Director**

About the Agency

The Higher Education Coordinating Board (HECB) is a 10-member citizen board that makes recommendations to the legislature and Governor on higher education policy, and



administers many of the state's student financial aid programs. The Board assesses the higher education needs of Washington citizenry and recommends enrollment and other policies to meet those needs. It is charged by state law with representing the "broad public interest above the interests of individual colleges and universities." The HECB reviews the operating and capital budget requests of the state's public colleges and universities and recommends budget priorities to the Governor and Legislature. It also approves new degree programs offered by the public four-year colleges and universities and administers other programs that serve the public. The agency has a staff of approximately 100 and the budget for 2009-11 is \$582 million, including financial aid and other grants.

Nature and Scope of Position

The Office of the Executive Director works with the members of the board to provide vision, leadership and policy direction for a higher education system that supports the economic, cultural and civic vitality of the state through education, research and public service to provide tangible benefits to residents, businesses and communities. The executive director leads, and collaborates with, internal and external stakeholders in the development and implementation of higher education policies in the state, including the statewide Strategic Master Plan. At the same time, the executive director provides direction to staff and ensures a high level of service to the customers of the board's education service and academic programs. This position serves as an advocate for higher education in the state of Washington. The executive director serves as a builder of support and key alliances with the business community, the Legislature, the community and technical college system, the public and private four-year colleges and universities, workforce training, and the K-12 system.

Strategic Direction

- Provide vision and leadership to the Board, agency staff, institutions of higher education, the Legislature and the business community.
- Represent and advocate for higher education to federal, state and local officials, heads of industry and business and recognize and develop beneficial alliances.
- Ensure proper fiscal management and efficient use of available resources and assume leadership of the development of the Strategic Master Plan.
- Establish the HECB as the leader in higher education policy development by ensuring that both Board Members and staff reflect a shared vision.

APPLICATION PROCESS

Persons interested in this position should submit the following information:

1. A letter of interest specifically addressing the qualifications mentioned in this announcement.
2. A current resume.
3. Salary history

If you have questions regarding this announcement, please call Marissa Karras at 360-956-1336. This position will remain open until filled. In order to be considered for the first interviews, application materials are due by December 4, 2009 to marissa@karrasconsulting.net or by fax to 360-956-1348.

The Higher Education Coordinating Board is an equal opportunity employer and is strongly committed to enhancing the diversity of its workforce. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance. Please contact us at (360)753-7802 as early as possible regarding any assistance you may require.

COMPENSATION

The annual salary for this position is from \$155K to \$165K. Benefits include support for continued professional development, comprehensive health insurance, federal social security and state retirement contributions, vacation and sick leave.

- Form strategic partnerships and facilitate positive working relationships with citizens, local communities and industry, elected officials, the K-12 system and higher education leadership at the two-year and four-year levels.
- Understand the historical mission of the HECB in developing strategies and focus in dealing with the shifting landscapes of higher education funding, tuition, financial aid, access and capacity.

Desirable Qualifications

A master's degree from an accredited institution of higher education and seven or more years of progressively responsible work experience directly related to the duties of the position, including at least five years in a management capacity supervising a sizeable staff.



Candidate Profile

- Vision and profound personal passion for higher education.
- Extensive knowledge of issues in higher education and higher education policy and finance.
- Demonstrated hands-on experience with the legislative process.
- Understanding of the big picture relationship between higher education and the business community and experience with enterprise development, public-private partnerships and other alternative funding mechanisms.

Leadership

- Knowledge of the principles and practices of public administration, including management principles and techniques.
- Leads through change and adversity, makes the tough call when needed, builds consensus when appropriate, motivates and encourages others.
- Proven ability to provide leadership and a supportive environment to a committed professional staff, encouraging peak performance and technical excellence.
- Directs, organizes, mentors and coaches staff to obtain and manage resources, and fosters a productive work environment and effective performance management.
- Establishes a workplace culture that attracts and retains quality employees, provides feedback, rewards hard work and risk taking, challenges and develops employees, and provides visibility and opportunity for staff.

Stakeholder Relations

- Facilitates coordination among community and technical colleges, independent colleges and public four-year universities and colleges on higher education finance and policy issues.
- Respond to inquiries on budget and fiscal issues from colleges, universities, news media, and legislative staff.
- Ability to build consensus around issues.
- Capable of marshaling support from individuals and groups with divergent viewpoints and needs.

Communication Skills

- Effective oral and written communication skills.
- Good listening skills. Builds strong relationships, is flexible, negotiates effectively and solicits performance feedback. Ability to interact successfully with widely diverse individuals and groups.

About Washington State

Within Washington's boundaries, one can find ocean, rain forests, mountains, and deserts. For the outdoor enthusiast, the options for recreation are almost limitless and include skiing, backpacking, and camping. Eastern Washington offers a dry, semi-arid climate and is a gateway to spectacular wilderness areas in northern and central Idaho, northeastern Washington, and Canada. Accesses to large bodies of both fresh and salt water offer the boating, sailing, and windsurfing enthusiast boundless opportunities. The state also boasts some of the best fishing in the country. Washington is viewed as a progressive and innovative state where people are outgoing and friendly. Olympia, Washington's capitol city is located on picturesque Budd Inlet. Local residents enjoy a quality of life enhanced by natural beauty and a mild year-round climate.

