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## Managing Director, Office of the CEO

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## The Company

<b>Company</b>	Success Academy Charter Schools
<b>Location</b>	New York, NY
<b>Website</b>	<a href="http://www.successacademies.org">www.successacademies.org</a>
<b>Company Overview</b>	<p>The mission of Success Academies (SA) is to reimagine public education. From the classroom to the halls of government, this means finding profoundly different approaches to how SA structures, implements and supports schooling. To realize this radical vision, they reconceive every aspect of school design, from writing rigorous new curricula to drawing regularly on the advances in technology, business and social/civic practices that are transforming every sector except education.</p> <p>Over the past decade, Success Academies has grown faster than any charter network in the nation, building a vibrant network of 47 elementary, middle and high schools. Our 17,000 children – mostly poor and minority – are out-performing students at top city and suburban schools across New York State. With SA's oldest scholars having just graduated from 12th grade and admitted to some of the countries' top universities, they are fast approaching the irrefutable proof point that zip code does not determine destiny.</p> <p>Success Academies' goals for their second decade are even more ambitious: to grow to 100 schools and to educate 50,000 children across New York City in a uniquely holistic K-12 system. At 100 schools, Success Academies will be one of the larger school districts in the country – on par with Atlanta or Boston – ensuring that the charter sector is large enough in New York that it cannot be turned back. At 100 schools, they will graduate 3,000 scholars each year who are prepared to enter, persist and graduate from college and eventually to lead in business, government and civic realms.</p>

## The Position

<b>Position Title</b>	Managing Director, Office of the CEO
<b>Location</b>	New York, NY
<b>Reports To</b>	Eva Moskowitz, CEO

**Position Summary**

With its current growth trajectory, SA requires strong leadership to manage the organization of today and plan and build for the organization of tomorrow. As a strategic advisor and right hand to the CEO, the Managing Director of the Office of the CEO plays a critical role in this dual work. The role is intended to serve as a succession plan to key leadership roles in the organization.

The Managing Director will report directly to SA's Founder and CEO, Eva Moskowitz, and lead from the front with overseeing/managing the work of the CEO, driving strategic projects/initiatives at the enterprise level, advising teams including the leadership team, and applying systematic and logical thinking to addressing organizational challenges facing the CEO. At times, the Managing Director will act on behalf of the CEO as the CEO manages a broad base of constituencies. Overall, the role of the Managing Director is to maximize the effectiveness and influence of the CEO as the organization scales to 100 schools.

**Responsibilities**

**(1) Provide Strategic Support & Thought Partnership to the CEO:** The Managing Director will serve the CEO by providing strategic leverage to enable the advancement and achievement of the CEO's strategic objectives for the organization. He/she will:

- Be well connected with those reporting into the CEO and others across the organization to influence outcomes, to identify and assess issues or risks and problem solve, and to help get the work done.
- Create and manage an enterprise wide dashboard with key indicators and metrics to gauge progress against top line scaling goals/priorities; synthesize performance against objectives for the CEO.
- Work in close partnership with all members of the Executive Leadership Team to share learnings broadly and ensure an enterprise-wide management approach to achieve organizational goals.
- Weigh in on critical projects and proposals, including supporting staff's communications with the CEO by helping frame or raise issues, facilitating feedback, and teeing up work for review and resolution.

**(2) Lead Enterprise-Wide / X-Disciplinary Programs and Initiatives for the CEO:** The Managing Director will both lead/manage special projects or key x-disciplinary programs or initiatives and ensure that the CEO's top priorities are well executed. He/she will:

- Work with the CEO to craft and refine priorities communicate them out to the Executive Leadership Team, assess progress against them, and act on the CEO's behalf to follow-up and support the organization in execution.

**(3) Office of the CEO Team Management:** The Managing Director will establish and manage the day-to-day machinery of the OCEO to ensure the work is being done effectively and efficiently, including:

- Ensuring alignment between the CEO's priorities and how she is spending her time.
- Working with the Executive Team to manage the CEO's workflow and ensuring priority matters are handled swiftly.
- Ensuring the CEO's meetings are conducted expeditiously, with all parties (including the CEO) fully prepared for the meeting.
- Managing the CEO's 1:1 time with her direct reports as well as all follow-ups.

## The Person

### Role Profile

The ideal profile is someone who has had management consulting experience (strategy consulting and dealing with transformation) coupled with some operational experience at an organization that has experienced rapid growth and transformation with significant complexity. S/he would also have strong program management experience ideally leading and managing complex, x-functional or x-disciplinary enterprise level programs.

### Key Attributes / Competencies

- Conceptual, higher/machine level thinking ... able to synthesize and navigate levels of thinking with agility e.g. diving into the details as or when necessary.
- Able to take a concept or idea and actualize it through execution ... is able to operationalize key concepts/ideas and has a strong bias for action.
- Maintains high standards ... has a high excellence bar for self and others
- Able to effectively lead and influence a variety of stakeholders including members of the executive leadership team ... can "herd the cats".
- Demonstrates agility in thinking and approach ... is flexible and pragmatic and "fast" i.e. can keep pace with CEO and schooling.
- Tough-minded ... able to push back/challenge, has courage to do/say the difficult things and make tough decisions ... not afraid to take risks or push the boundaries to drive change.
- Listens well, is open-minded to new/different/alternate ideas.
- Learner, self-reflective and self-aware ... has humility and EQ.
- Collaborates and communicates effectively with team members and colleagues.

**Success in Role**

- Demonstrates a strong sense of ETHOS, defined as Excellence, Team, Humor, Ownership and Scholars -- values that those within our organization will readily respect and follow.

If the Managing Director is successful in this role, 12 months down the road s/he will have accomplished the following:

- Earned the trust and confidence of the CEO (and members of the Executive Leadership Team) and is viewed as a trusted, credible leader in the organization.
- Proved to be effective strategic leverage to the CEO such that her time is well spent on the organization's highest priorities at the right level.
- Developed a systematic dashboard report/view with an accurate synthesis of progress against the top line scaling goals/priorities.

## Engagement Team

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