

Dear Executive Director:

It is with incredible excitement that we offer you a position at KIPP Massachusetts (“KIPP MA”) as the **Executive Director** on an exempt, full-time basis [FTE=1.00] at **the Regional Office (RO)** for the **2024-2025 school year** (otherwise known as the “Fiscal Year” which runs from July 1 to June 30), effective **July 1, 2024**. I have no doubt that your passion and commitment will make the ultimate difference in helping our students and organization succeed. This offer letter sets forth the terms and conditions of your employment at KIPP MA to the extent you choose to accept this offer, although they are subject to change as the needs of KIPP MA evolve and your employment continues.

Reporting and Schedule. In this role, you will report directly to the Board **Chair**. This position follows the **12 Month calendar**. Please refer to the [KIPP MA Employee Handbook](#) for details regarding that calendar. Please note that KIPP MA will set your working conditions, including your working hours. However, please note that on average, full-time KIPP MA employees work 45 hours per week. Notwithstanding the foregoing, you will be expected to work as many hours as necessary to fulfill the responsibilities of this position.

Please note that this role is eligible to be completed under KIPP MA’s [hybrid in-region employment policy](#). As such, employees within this role may be allowed to fulfill work responsibilities with a mixture of in-person and virtual work. In this position, you are expected to be available in person as needed and as directed. The specific days/times for which you will be required to complete work in-person is defined by your specific job duties or as otherwise indicated by your direct supervisor/manager. Please note that in order to continue to work in this capacity at KIPP MA, you must be able to commit to both the in-person and virtual requirements of this position.

Working in a hybrid role does not change the at-will nature of your employment. By accepting a hybrid position at KIPP MA you understand and agree to comply with all responsibilities and provisions of this policy. Further, you understand that any violation of the terms of this agreement may result in disciplinary action, up to and including termination.

Responsibilities. You will be responsible for performing all duties appropriate to your position during the course of your employment, in accordance with the job description enclosed herein and any such responsibilities that are otherwise reasonably associated with your position. You will be expected to devote your best efforts and full attention to the performance of such duties during your working time. As a KIPP MA employee, you will be required to comply with the provisions of the [KIPP MA Employee Handbook](#). You are also expected to conduct yourself in a manner consistent with KIPP MA’s mission and value and the highest standards of professional and ethical conduct, and conducive to the maintenance of a productive work and learning environment.

Furthermore, KIPP MA is committed to furthering anti-racism, equity, and racial justice in all our efforts. As an employee of KIPP MA, you are expected to advance the aforementioned commitment in your role and through your daily interactions with students, families, and staff. Any discriminatory behavior, including the abuse of authority, or behavior perpetuating inequities (i.e. harassment or discrimination of non-dominant groups and identities), is both illegal and counter to KIPP MA’s commitment to anti-racism, equity, and racial justice and will be taken seriously and may result in termination.

At-Will Status. Although we hope you will remain employed throughout the Fiscal Year, your employment with KIPP MA is at-will, which means that both you and KIPP MA are free to terminate the employment relationship for any reason or no reason, with or without notice.

Compensation. Your annual base salary (“Salary”) will be \$ (assumes **FTE=1.00**). You will be paid on a semi-monthly basis, at a rate of \$ per pay period, less applicable taxes and withholdings, and distributed in accordance with KIPP MA’s usual payroll practices as may be in effect from time to time.

Benefits. Eligible employees may participate in benefit programs specified in KIPP MA’s policies, as they may be in effect from time to time, and made available to similarly situated employees of KIPP MA, including, but not limited to, health and dental insurance benefits. Please refer to the [KIPP MA Benefits Guide](#) for more details.

Performance Bonus. Should you accept this offer and remain employed by KIPP MA for the length of the Fiscal Year, KIPP MA will pay you up to 15% of your base salary, less all applicable taxes and withholdings, as a performance bonus.

Leave. You may be eligible for leave, such as Paid Time Off and Sick Leave, in accordance with the policies set forth in the [KIPP MA Employee Handbook](#), as such policies may be in effect from time to time.

Employment Contingencies. This offer of employment is contingent upon you being legally eligible to work in the United States. This offer is also conditioned upon the successful completion of a Pre-Employment Screening Process as required by law, with results that are satisfactory to KIPP MA, in KIPP MA’s sole discretion. The Pre-Employment Screening Process includes a state and national fingerprint-based criminal history record check and a Massachusetts Criminal Offender Record Information Check. Your employment is further conditioned on the successful completion of such background checks periodically throughout your employment, with results that are satisfactory to KIPP MA in KIPP MA’s sole discretion.

Prior to the commencement of your employment at KIPP, KIPP may share information with you for the sole purpose of allowing you to prepare for such employment. This information is confidential and must be treated as such. Any improper use or disclosure of this information may result in the revocation of this offer of employment.

Adherence to Policies and Laws. You shall adhere to all KIPP MA policies, as well as any state or federal laws and regulations in the performance of your duties. This includes, but is not limited to, laws pertaining to the confidentiality of student record information, mandatory reporting requirements, and policies found in the [KIPP MA Employee Handbook](#).

Miscellaneous. This offer letter and the documents referenced within supersede any other written documents or conversations about such terms of your employment. You understand that no other representations or promises have been made to you about your employment with KIPP MA.

Expiration of Offer. This offer expires on by which time the employer reserves the right to rescind the offer should a response not be received.

The team of KIPP MA joins us in welcoming you. We look forward to working with you in doing whatever it takes to ensure that our students are prepared to maximize their potential in school, career and the world beyond.

Welcome!

**Managing Director of Human Resources
& Talent Development**

Board Chair

I, **Executive Director**, have read and accept this employment offer and its terms and conditions, including the at-will nature of the employment relationship.

Executive Director

Date