



Christian Schools Canada Executive Director Job Description

Bold Vision of Christian Schools Canada (CSC): As Canada's national hub for Christian School organizations, Christian Schools Canada leverages organizational strengths and collaborates together for the flourishing of Christian education.

Role Rationale: The Executive Director is responsible for the successful leadership and management of CSC according to the strategic direction set by the Board of Directors. As a Christ-centred organization leading in the Christian education community, the Executive Director will lead CSC in a manner reflective of Christian values, ethics and behaviour.

This 0.3-0.4 FTE position is a transitional role for three years as Christian Schools Canada journeys from being a volunteer-led organization to hiring an Executive Director. This initial Executive Director could transition into the permanent position, and this will be determined in the future.

Reporting to: CSC Board

Primary Duties and Responsibilities: The Executive Director is responsible for the following areas of performance and oversight:

Leadership:

1. Participate with the Board of Directors in strategically planning and implementing the building of a national role, presence and structure for Christian Schools Canada
2. Identify, assess, and inform the Board of Directors of internal and external opportunities for the organization
3. In collaboration with the Board, cast a clear vision for the role of CSC with partner organizations
4. Develop and design an operational plan which incorporates goals, priorities and objectives that align with the direction of CSC
5. Provide written reports to the Board for Board meetings, reporting regularly on Strategic Planning, finances and organizational updates

Organizational Management:

1. Act as a professional advisor to the Board of Directors on all aspects of the organization's activities
2. Chair the planning committee for the biennial CSC Leadership Conference

**Financial Management:**

1. Develop and implement a three-year budget to set the trajectory for the first three years of their tenure at CSC
2. Ensure stewardly management and accurate record keeping of CSC finances
3. Provide quarterly and year-end financial statements to the CSC board
4. Expand our revenue opportunities, as mission-appropriate
5. Ensure national and provincial regulatory filings are completed as appropriate to the jurisdiction
6. Obtain charitable status for CSC

Communications & Advancement:

1. In collaboration with the Board, develop and implement a three-year communications plan to increase and clarify CSC's profile
2. Represent CSC within the Christian Education community by attending various conferences and events to enhance and further expand the profile of CSC
3. Act as the primary spokesperson for the CSC representing the CSC mission and programs to the various constituencies and the broader provincial, national, and global communities
4. Cultivate strong relationships with member association leaders to ensure that CSC's work strengthens both CSC and the member associations

Qualification Requirements:

- Authentic and dynamic relationship with Christ
- Strong personal and professional commitment to Christian education
- Demonstrate competence in the leadership practices described in the Christian Schools Canada Called, Connected, Committed Leadership Framework
- Experience in Christian school leadership is preferred
- A Graduate degree in leadership or related field
- Committed to a national perspective of Christian Education
- Proven ability to cultivate, maintain, expand and deepen diverse relationships and strategic collaborations (provincial, organizational, theological etc)
- Evidence of creative and innovative leadership
- Proven ability to work with non-profit boards
- Proven track record of self-motivation and initiative
- Strong oral and written communication skills
- Ability and willingness to travel
- Ability to work remotely



Priorities of the Role for the first year: The following priorities are listed in order of importance for the transitional period:

Branding/ID clarification: (20%)

- Expand and enhance the articulation of our identity within 3 months

Service mapping: (20%)

- Priorities and goals for services going forward (to be co-created with Executive Director and Board)

Leadership Development: (20%)

- Conduct a gap analysis of formal leadership development opportunities available to Canadian Christian school leaders.
- Using the Called Connected Committed Leadership Framework and the gap analysis, design a nationwide comprehensive leadership development program by September 2024 for introduction at the 2024 CSC conference

Communications strategy: (20%)

- Review and update current communication platforms and materials used in internal and external communications within a year of hiring
- Establish a robust digital presence for the organization

Membership Recruitment: (10%)

- Rigorous recruitment of new member associations, aligned with vision and mission, based on membership qualifications

Fund development: (10%)

- Develop and implement a financial plan that moves the organization from relying primarily on membership dues to one that has alternate sources of revenue.