



POSITION DESCRIPTION: **Executive Director**

REPORTS TO: **Board of Directors**

Position Summary

The Board of Directors appoints the Executive Director of SJBS/CAR. A collaborative relationship between the Executive Director and Headmaster is a requirement. The responsibilities of the Executive Director include: (1) daily operations; (2) advancement and fundraising; (2) finances and budgeting; (3) Board of Directors activities and long- range planning.

Administrative Model

The Executive Director and Headmaster lead the administrative team at SJBS/CAR. This model of school administration is one of equality with both specific and shared responsibilities for nurturing and maintaining the mission and traditions of the school, and ensuring fidelity to the Magisterium.

- The Headmaster is responsible for internal operations, including the instructional leadership of the school, as well as hiring and supervision of instructional personnel, the curriculum, and student life.
- The Executive Director is responsible for the business aspects of the administration including finances, human resources, fundraising, strategic planning, public relations, and building facility.

Position Requirements

The Executive Director embraces the mission and three pillars of SJBS/CAR as described in our School History and Profile. The Executive Director must possess strong leadership skills that inspire excellence and cooperation from all constituent groups and demonstrate (1) a comprehensive working knowledge of school finance, operations, and budgeting, (2) the ability to promote a strong institutional advancement (fundraising) program, and (3) a commitment to continuing and enhancing strategic planning. Familiarity with public relations and communications and the supervision of facilities will be valuable assets.

The Executive Director must be practicing Roman Catholic, possess the minimum of 5 years of experience in a leadership role in a non-profit institution or a Master's Degree in Administration or related field, and demonstrate a commitment to Catholic education. Salary starts at \$40,000, commensurate with experience.

St. John Bosco Schools | SJBS/CAR of Rochester
501 Garfield Street, East Rochester, New York 14445
www.johnboscoschools.org



Primary Responsibilities and Duties

1. Lead institutional advancement and fund-raising activities to meet and exceed fundraising goals.
2. Daily operations including wide range of school administration including finance, human resources, facilities management, public relations.
3. Maintain/establish and implement, in collaboration with the Headmaster, faculty and staff, policies and programs designed to integrate the philosophy and mission of the school.
4. Implement policies and directives of the Board of Directors.
5. Oversee and facilitate long-range planning.
6. Provide input and direction for the Board of Directors and plan and implement Board formation strategies.
7. Maintain/establish and implement financial procedures that provide information to the Board and stability to SJBS/CAR.
8. Provide public relations activities that maintain positive communication with key constituents.

Relationships

The Executive Director maintains the following working relationships:

1. The Executive Director reports directly to the Board of Directors.
2. The Executive Director maintains a consultative, collaborative relationship with the Headmaster.
3. The Executive Director maintains a supervisory relationship selected staff.

How to Apply

The Board of Directors is looking to hire a qualified candidate no later than August 1, 2020. Interested Candidates should send a cover letter and resume to johnclyle@gmail.com.

SCHOOL PROFILE

Our mission is to support parents in their God-given role as the primary educators of their children by cultivating the whole person-mind, body, and soul-uniting spiritual life with work, study, and play.



- + Est. 2008
- + NAPC*IS Accredited since 2011
- + Catholic Education Honor Roll (Cardinal Newman Society)
- + Pre-K to 8th Grade, 150 students from 90 families
- + Private, independent school with charter from state of New York



CHESTERTON ACADEMY
OF ROCHESTER

- + Est. 2014
- + 9th to 12th Grade, 20+ students
- + Three graduating classes to date
- + Private, independent school with charter from state of New York

OUR HISTORY

Founded in 2008 in response to the closing of 13 diocesan Catholic schools, **St. John Bosco Schools** was established to grow into a network of schools that provide an authentic Catholic education. Growing demand among parents of St. John Bosco Schools students in their middle schools years led to the founding of **Chesterton Academy of Rochester** in 2014, which provides a continuation of our classical curriculum within the Catholic intellectual tradition.

Run by a lay Board of Governors, and supported by the generosity of many donors who share our vision, the success of St. John Bosco Schools and Chesterton Academy of Rochester is built upon three pillars:

1. Faithfulness to the Magisterium of the Catholic Church;
2. Commitment to the particular charisms of St. John Bosco (the “father, teacher, and friend of youth”) and G.K. Chesterton (the “apostle of common sense”);
3. Dedication to the search for truth through a classical Catholic liberal arts curriculum.

Since the school’s first day in 2008, our unofficial motto has been that “the Holy Spirit is never early, but He’s always just on time.” With this trust in Divine Providence, we have been able to overcome innumerable – and often unbelievable – obstacles. At the center of our efforts is the Catholic understanding that each human person is created out of Divine love in the image and likeness of God, and our belief that a rigorous faith-based education and vibrant Catholic culture should be within reach of all families.