

HERITAGE CHRISTIAN ACADEMY - CAREER OPPORTUNITY

Executive Director

Heritage Christian Academy (HCA) is a K-12 school with approximately 630 students representing over 75 Christian Churches from all quadrants of Calgary. Our 55,000 square foot facility is located on 9 acres of land on McKnight Boulevard, directly southeast of the Calgary International Airport.

Heritage Christian Education Society Calgary (HCESC) has partnered with the Palliser Regional School District since 2006 to operate HCA as a Christian Alternative School. We are also members of the Association of Christian Schools International.

We believe the strongest Christian character is built in an environment where family, friends and staff share common beliefs. Heritage educates children from families who are committed followers of Jesus Christ and are active participants in Christian fellowship. For more information about HCA please visit www.hcocalgary.com

SUMMARY:

Reporting to the HCESC Board of Directors, the HCESC Executive Director (ED) is responsible for the strategic management and day-to-day operations of Heritage Christian Education Society of Calgary. The Executive Director brings value to Heritage Christian Academy families and key stakeholders by realizing the organization's strategic plans in a manner consistent with the school's Mission and Statement of Faith and in keeping with the contractual obligations with Palliser School Division.

Specific Responsibilities

- Provide proven, mature strategic leadership on behalf of the HCESC Board by working to achieve optimum gains through the development and successful execution of plans in the areas of enrollment, fund development, long-term capital planning, facility maintenance, governance, and in other areas as identified by the ED and the HCESC Board of Directors
- Act as a trusted advisor and supervisor to HCESC employees and contractors in their functions, so that each employee/contractor can enjoy a productive work environment
- Oversee day-to-day operations and financial controls in keeping with established budgets
- Apply knowledge of and experience in non-profit society governance in taking direction from and providing guidance to the HCESC Board of Directors
- Manage all HCESC contractual relationships by ensuring all HCESC contractual obligations are appropriately managed and met; monitoring existing contracts to ensure HCESC interests are protected; and for new contracts, negotiating on HCESC's behalf with an eye to the equitable and mutual benefit of both parties
- Understand HCESC's key stakeholders and maintain positive relationships by working on HCESC's behalf to improve communication, find opportunities for improvement, and create new successful relationships
- Utilize best practices to build and maintain relationships with key government officials (and for HCESC Directors, with key elected officials) and monitor legislative and policy changes at all levels of government that may impact HCESC's operating environment
- Apply creative problem solving skills to proactively address issues affecting HCESC and the HCA Alternate Program and to work cooperatively with HCA Alternate Program administrators and staff

- Under the direction of the HCESC President, prepare agendas and materials for HCESC Board Meetings and actively participate in all meetings

Skills Required

- Completion of 4 year undergraduate degree in a related business field of Business Administration, Non-Profit Studies, Public Administration, Marketing, Accounting from a recognized post secondary institution or a least 10 years of full time relevant work experience with a minimum of 5 years at a management level and proven levels of increased responsibility.
- Signed Agreement of the Heritage Christian Academy Statement of Faith and Staff Covenant.
- Proven Leadership and team building skills.
- Demonstrated ability to influence and acquire commitment from senior personnel across organization boundaries building strategic partnerships.
- Demonstrated ability to lead high impact/complex projects that have significant financial impact to the organization.
- Demonstrated ability to balance multiple priorities in a dynamic environment.
- Demonstrated accounting experience in developing/monitoring budgets, project costs, business plans, FTE forecasting and continually looking for improvement opportunities.
- Human Resources experience in recruitment, performance management, employee and client relations, education and training and scheduling.
- Experience in a not-for-profit environment including but not limited to directing and leading volunteers or volunteer led programs an asset.
- Policy Development/Implementation an asset.
- Background/Experience in Education an asset.

Work Environment

- 40 hours per week and the willingness to work flexible hours.

Salary Range: To Commensurate Based on Experience

Closing Date for Applications: Open until a suitable candidate is found

Please send cover letter and resume, pastoral reference, statement of faith and mention how you learned of this position to executivedirector@hcacalgary.com. Although we thank you for your interest, we would appreciate no phone calls please.

We thank all applicants for their interest in Heritage Christian Education Society Calgary, however, only those selected for an interview will be contacted.