



Executive Director Job Description

Organizational Mission: Nativity Academy at St. Boniface is an independent, Catholic middle school that provides a foundation for a life without limits.

Position Overview:

Reporting directly to the Board of Directors, the Executive Director provides leadership at the highest level and is responsible for the overall health of the organization. This includes upholding the organization's mission and vision, shepherding the strategic plan, leading advancement activities, and ensuring financial stability and proper budget management. The ED is the chief fundraising officer for the organization and works collaboratively with the principal and staff to maintain alignment with the school's mission and vision. The Executive Director manages risk, maintains accountability, promotes a positive public image, and along with the principal, promotes a positive culture and cultivates support within the community. The Executive Director supervises the Principal, Advancement Staff, and Business Office.

General Responsibilities

A. Collaboration with Board of Directors

- Collaborate with the Board of Directors to implement the current strategic plan and partner in developing the next strategic plan.
- Provide regular updates to the board on organizational progress as well as any organizational challenges or threats on a regular basis.
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization.
- In addition to the Chair of the Board, act as a spokesperson for the organization
- In collaboration with the principal, review existing policies on an annual basis and recommend changes to the Board as appropriate.
- Work with principal and Board (Finance Committee) to prepare a budget and provide comprehensive, regular reports on the revenues and expenditures of the organization.

B. Leadership and Management

- Effectively manage staff and provide support to ensure effective operations.
- Serve as a resource for the principal as they oversee the efficient and effective day-to-day operations of the school.
- Work with the principal to develop and maintain an organizational culture that embodies the core values of Nativity Academy and promotes collaboration,

professionalism, respect, trust, honesty, risk-taking, open-mindedness, flexibility, and continuous improvement.

- Collaborate with colleagues to implement the current strategic plan that furthers the goals of the organization.
- Ensure that employment legal requirements are met including but not limited to Safe Environment Training.
- In partnership with the Board (Human Resources Committee) oversee the implementation of the human resources policies, procedures and practices including job descriptions and responsibilities, and hiring processes.
- Implement a performance evaluation process for all direct reports which includes monitoring the performance of staff on an on-going basis and conducting annual performance reviews.
- Ensure that sound bookkeeping, and accounting procedures are followed.
- Approve expenditures within the authority delegated by the Board according to the approved budget and monitor the monthly cash flow of the organization.
- Engage in continuing education and training to build leadership and management skills.

C. Advancement and Community Relations

- Ensure the financial stability and longevity of the school by cultivating relationships with foundations, corporations, and individuals who provide financial support to the school; ensure that the school meets its short and long-term fundraising goals.
- Be the face of the school to the external community. Although not the primary contact for every relationship, the ED must be aware of, connected to, and nurturing of relationships with individual and organizational partners.
- Research funding sources, oversee the development of fundraising plans, assist with submitting grant proposals, and develop new fundraising streams to support the organization.
- Implement quality, timely, and effective communications from Nativity leadership to key partners, stakeholder communities, and the community at large.
- Communicate with stakeholders to keep them informed of the work of the school.

D. Mission & Strategy

- Remain dedicated to sharing and modeling the organization's mission, vision, and values.
- Maintain a positive attitude and a solution-based approach to challenges in the workplace and utilize restorative practices as a means of addressing conflicts or challenges with staff.
- Maintain a strong and collaborative relationship with the principal and with the school's Catholic authorizing body, the Archdiocese of Louisville.

Specific Job Duties

1. *Report to and work closely with the Board of Directors seek their involvement in policy decisions, fundraising, human resources, and to increase the overall visibility of the organization.*
2. *Supervise, support, and collaborate with direct reports, particularly the school Principal, the Advancement Team, and Business Office.*
3. *Shepherd strategic planning and implement strategies for identified goals and outcomes.*
4. *Planning and operation of annual budget with monthly review of profit and loss to maintain integrity with overall financial management.*
5. *Serve as Nativity's primary spokesperson to the organization's constituents and the public.*
6. *Establish and maintain relationships with various organizations and leverage those relationships to strategically enhance Nativity's Mission.*
7. *Engage in fundraising, implement advancement strategy, and develop new funding streams.*
8. *Oversee marketing and other communications efforts.*
9. *Attend Board and appropriate committee meetings, to provide input, share updates, and bring forth recommendations from committees to put into practice.*
10. *Collaborate with the Board (Human Resources Committee) to establish employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.*
11. *Review and approve all contracts for services and expenditures.*
12. *Other duties as assigned by the Board of Directors.*

Highly Desired Experiences

- Non-Profit Leadership
- Advancement
- Organizational Management
- Human Resources
- Communications

Required Qualifications

- Practicing Catholic
- Bachelor's Degree

Please send resume to :

nativityhr@nativityacademy.org