



The **Executive Director** at Cornerstone Classical Academy (CCA) in Jacksonville, FL, is responsible for overseeing all aspects of the school's affairs. The Executive Director directs all activities of the school as prescribed by the Board of Directors (Board). The Executive Director is the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the Executive Director. The Executive Director will, directly or indirectly, supervise all other staff members employed by the school; the Executive Director has the ultimate authority in approving staff members, overseeing staff evaluations, and recommending compensation levels. Together with the Board, the Executive Director represents the organization to the public. The Executive Director reports directly to the Board.

Qualifications

- Strong commitment to and alignment with school's mission/vision and classical education.
- 5+ years relevant experience in effective leadership, business practices, and management specifically related to education and academia.
- Ability to assess data, find trends, and use information to make strategic decisions.
- Experience in budgetary planning, accounting, and effective allocation of school resources.
- Exceptional verbal and written communication skills.
- Strong organizational skills and ability to multi-task.
- Experience or ability to fundraise for the organization.
- Ability to approach situations with courage, integrity, respect, and perseverance; willingness to take personal responsibility; open to and interested in feedback on performance; eager to continually improve in effectiveness, and steady determination to pursue excellence at all times.
- Minimum of Bachelor's Degree; Master's or Advanced Degree preferred.

Responsibilities

- The Executive Director is responsible for the performance of the organization.
- Overseeing the school's academic, cultural, financial, and operational performance.
- Communicating with and engagement of the Board of Directors, leadership and management of all staff, directly or indirectly.
- Assisting the Board with the design and implementation of the organization's strategic plan.
- Ensuring the financial and organizational health of the school (including financial management, development, and human capital).
- Ensuring accurate and timely reporting, legal, and authorizer policy compliance.
- Building and managing external stakeholder relationships.
- Other duties as determined by the Board.

Executive and Strategic Management

- Informing and engaging the Board on necessary or serious incidents in a timely manner.
- Ensuring Board committees receive staff support.

- Identifying opportunities to engage the Board on strategic issues and follow-up with members as appropriate.
- Implementing the vision/mission/motto set by the Board, and developing strategies and tactics to achieve this during annual operational planning.

Financial Management

- Creating an annual budget in conjunction with the Board's Audit and Finance Committee.
- Actively manage the school budget by participating in budget meetings to review budget variances and actively monitor school spending.
- Overseeing the school purchasing process by establishing clear systems for staff to request items, placing orders with vendors, and submitting purchase orders, invoices, and reimbursement requests to staff.
- Ensuring staff preparation for the annual financial audit and facilitate the audit.

Development

- Working with the Board, ensure adequate funding for the school by crafting a fundraising strategy and managing the organization's fundraising pipeline.
- Building relationships with current and prospective donors and managing the expansion of the development effort.
- Overseeing grant opportunity identification and grant submission preparation.

External Relations and Marketing

- Building brand awareness, donor, teacher, and student prospect pipeline, and community advocates by developing and implementing communication and marketing plans.
- Serving as a public face of the school with external stakeholders, including prospective families and actively work to ensure strong community ties to the school's vision and classical approach to education.
- Establishing good working relationships and collaborative arrangements with community partners, local educational organizations, vendors, funders, politicians, and other organizations to help achieve the goals of the organization.
- Working effectively with local media to create a strong, positive local presence; participating in select events and speaking engagements as a spokesperson for CCA's mission and vision; reviewing, approving, and in some cases, drafting key external messages.
- Participating in quarterly calls with the school's investors and meeting with potential investors and financial stakeholders.

School Compliance

- Building accountability systems to ensure accurate and timely state and federal reporting.
- Guiding school-based operations teams in creating action plans and setting deadlines that ensure accurate and on-time reporting.

Day-to-Day Management

- Ensuring the Principal establishes goals for student growth and achievement in accordance with the strategic direction of the Board.

- Managing the leadership team to develop culture and operational systems that create a school environment where scholars and parents feel safe and excited to come to school each day.
- Mentoring the administrative team to operational excellence by ensuring operational systems are implemented with fidelity by all staff members and by giving feedback to the Board when systems are not meeting the bar of excellence.

Leadership Development/Human Capital

- Managing all aspects of leading, inspiring, managing, and developing the organization's leadership team.
- Managing, directly or indirectly, all human resources responsibilities.

About CCA

- CCA is a mission-driven organization characterized by its fidelity to an American-classical model of liberal arts education: *"The mission of Cornerstone Classical Academy is to sharpen the minds and cultivate the hearts of students, through a content-rich classical education in the liberal arts and sciences, with instruction in the principles of moral character, civic virtue, and knowledge of truth."*
- Cornerstone Classical Academy is an equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Cornerstone Classical Academy complies with applicable state and local laws governing nondiscrimination in employment.

To Apply for this Position

Please send your resume and cover letter to careers@cornerstoneclassicalacademy.org.