



Transforming the lives of girls in Hartford.
Breaking the cycle of poverty through
education.

EXECUTIVE DIRECTOR AND HEAD OF SCHOOL OPPORTUNITY

Founded in 2010, Grace Academy is an independent, tuition-free middle school for girls in grades 5-8 from underserved families in the city of Hartford. We transform the lives of our students by providing them with individualized attention, a challenging and diverse academic program, and a safe and inspiring environment that prepares girls to succeed in high school, college and life. Our school is based on a model of education that originated at Nativity Mission Center in New York City in 1971. The model consists of small class size, extended school day and year, and high school as well as college support following graduation from 8th grade, with an emphasis on providing quality education to under-resourced communities. Grace Academy is accredited by the Connecticut Association of Independent Schools and is a registered 501©3 non-profit organization.

The Core Values of Grace Academy are: Respect, Leadership Through Academic Excellence, Courageous Compassion, Hospitality, Joy, and Grace. It is our goal to promote the development of the whole person in a caring environment; engage students in a rigorous supportive academic program that motivates graduates to succeed in high school and to pursue higher education; challenge students to use higher order thinking skills, especially critical and creative thought to adapt to a world of change; build a strong school community by partnering with the parents, guardians and other caregivers in their child's education; create role models by teaching students to set examples for others and reach out to the broader community through service.

For additional information, please visit the website: <https://www.graceacademyhartford.org/>.

THE POSITION

Reporting to the Board of Directors, **the Executive Director and Head of School** is a strategic thinker, passionate about helping people in underserved communities and a relationship builder with experience in fund development. This person shall function as the school's chief administrator and provide clear direction and coordination of Grace Academy's varied operations and is responsible for articulating the mission and vision to all stakeholders.

The Executive Director and Head of School works closely with the Board of Directors around continuous improvement strategies rooted in the organization's strategic plan. This decisive leader should have experience managing the tactical and operational aspects associated with a dynamic organization, including programming, finance, development, leadership and stakeholder collaboration. This individual serves as chief spokesperson and supports and continues to build a dynamic organization with the right structure and people to thrive.

Specific Responsibilities:

Strategic Vision and Leadership

- In collaboration with the Dean, Graduate Support Team, Director of Development & Communication and the Board of Directors, develop and implement a strategic plan and

organizational goals that advance the mission of Grace Academy ensuring the strategic plan is translated into goals and objectives for staff.

- Provide overall direction, motivation and guidance to program administrators, faculty, and staff; inspiring colleagues to work to their fullest potential, taking the lead role in the creation of a culture of equality, transparency, excellence and accountability.
- Determine optimal organizational structure, integrating the programs of middle school and graduate support to improve communication and the effectiveness and efficiency of the school.
- Promote a culture of inclusion and diversity that supports the social and emotional wellness of all constituents including students, families, faculty, and staff.

Stakeholder and Community Engagement

- Represent Grace Academy both internally and externally, communicating the mission and programs to the school's stakeholders, including representing the school at civic, religious, and other public functions.
- Create a highly visible profile and identity to help Grace Academy distinguish itself in the marketplace, ensuring continued growth and long-term sustainability.
- Build relationships with all its constituents including neighborhood, parents, students, faculty, staff, Board, alumni, business community and donors.
- Serve as Grace Academy's primary contact to market programs, maintain consistent enrollment and build additional community support.

Fund Development

- Serve as Grace Academy's chief fundraiser. Collaborate with the Director of Development & Communication and Board Development Committee on all fundraising and advancement projects and events, including The Power of Grace, the major annual fundraiser.
- Ensure that all marketing and development plans and messages are aligned with the mission.
- Work with Development to identify, cultivate and request support from foundations, corporations, and individuals.
- Provide support and leadership in the ongoing efforts to secure and retain corporate and foundation sponsorship.

Financial and Personnel Management

- Supports a highly competent structure to oversee finances and the management of resources, including the development of the annual budget for approval by the Board of Directors.
- Oversees monthly financial reports for the Board Finance Committee and Board review and approval.
- Ensures the timely completion of the organization's audit, if needed, and that the school is in compliance with all State and Federal regulations and filings.
- Negotiates and executes contracts with consultants and vendors on behalf of Grace Academy.
- Builds a dynamic organization with skilled and competent administrators and educators to prepare young women for success.
- Ensures that all policies, protocols, and agreements of the organization are reviewed, updated and implemented to include annual employee assessments, work plans and the inclusion of compensatory adjustments as an annual consideration.
- Prioritizes staff development and growth to include the necessary resources to support a dynamic, evolving and competent team.

- Positions the organization as a desirable workplace and executes deliberate recruitment strategies for emerging talent.
- Works in collaboration with the organization's Board of Directors to ensure a successful organizational succession plan.

Board Engagement

- Cultivate a strong and transparent working relationship with the Board and ensure open communication about the measurement of performance against stated milestones and goals.
- Provide regular reports on all programs and activities and finances related to goals and strategies, as approved in the strategic plan or other board decisions.
- Assist the Board Governance Committee with new member recruitment and orientation.

Nativity Miguel Coalition

- Participates in Head of School Meetings.
- Attends national conferences on behalf of Grace Academy.
- Promotes attendance by members of Graduate Support, Admissions and Development at national Zoom meetings.
- Cultivates relationships with other Nativity Miguel School leaders.

Minimum Requirements:

- Passion for the mission of Grace Academy.
- A Bachelor's degree.
- Eight to ten years' experience managing all strategic and operational aspects of an organization including programming, finance, public relations, leadership and stakeholder collaboration.
- Experience with raising funds, donor cultivation and mission-driven stewardship.
- Collaborative team player with ability to work effectively with a wide diversity of stakeholders with varying interests and priorities.
- Superior public speaking and communication skills.
- Prior leadership experience in an academic or non-profit setting.

Preferred but not Required:

- A Master's degree in education or a related field.
- Previous involvement working with underserved, underrepresented communities and a demonstrated knowledge of programs and support services that help lift children, families and communities out of poverty, desirable.

Interested parties may send their resume and corresponding cover letter by May 15, 2022 to:
search@graceacademyhartford.org

Grace Academy is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status, or other characteristics protected by law.