

Position Description
July 1, 2016

Title: Chief Executive

Location: St. Louis and Elsah Campuses

Organizational Relationship: Reports to the Board of Trustees

Summary: Overall executive responsibility for strategically leading and managing Principia consistent with its mission. Establishes the institutional vision in partnership with the governing board. Ensures the effective operation of two campus units and shared services organizations as a single institution.

Specific Responsibilities

- Support metaphysically the work of Principia
- Serve as the corporation's Chief Executive and the Board of Trustees' chief executive agent, advisor, and sole direct report
- Lead Principia as one institution in accordance with Principia's Purpose and 23 Policies
- Maintain an open, collaborative, respectful working relationship with the Board of Trustees and its chair
- Implement Board decisions and directives, keeping the Board informed and consulting with the Board on matters appropriate to its policy-making, governance, and fiduciary functions
- Lead and inspire the institution in the continued fulfillment of its mission, in the ongoing evolution of the vision for Principia's future, and in its place in education
- Develop appropriate plans in consultation with the Board, including the development, communication, and enactment of periodic five-year strategic plans, as well as a longer-range plan for Principia looking 10 to 20 years out
- Provide oversight and support for the College President and Head of School as they direct, lead, and administer their respective campuses
- Ensure that the campus heads have the appropriate resources, authority, and access to the Board to perform their duties and responsibilities
- Lead and manage an effective operational and shared services team (Enrollment, Advancement, Finance, Investments, Marketing, Technology, Facilities, Human Resources, Legal) and align their efforts with the needs and priorities of the School and College
- Oversee institution-wide finances, budget, and endowment
- Provide effective stewardship of existing resources
- Play an active role in advancement activities, including developing and sustaining key donor relationships

- Serve as a key spokesperson for Principia with other organizations, alumni, prospective students, families, and donors
- Oversee Principia's relationship with other Christian Science organizations, including The Mother Church
- Maintain effective and timely communication with Trustees, executives, staff, community, and field
- Set the tone for the Principia community by practicing collaborative, consultative, collegial decision-making
- Build a strong, cohesive management team and generate a culture of responsible, accountable management
- Execute all documents on behalf of the corporation and the Board consistent with Board policies and the best interests of the corporation

Minimum Qualifications

- Master's degree preferred. Bachelor's degree with notable professional accomplishments will be considered.
- Proven leadership and management skills inside or outside of academia
- Well-developed outreach, communication, and interpersonal skills
- Skilled in building consensus with multiple constituencies
- Experience working through complexity and ambiguity
- Experience building a budget and executing financial plans

Desired Qualities

- Love for Principia and its mission
- Consensus builder; team builder
- Excellent communicator; good listener
- Humility, empathy, compassion, vision
- Experience working with a board
- Experience leading a creative, multifaceted organization

Christian Science Requirements

- Seasoned, dedicated metaphysician
- Membership in The Mother Church and active local branch church membership
- Christian Science Primary class instruction