

Title: Chief Executive (CE)

Office Location: School and College Campuses

Organizational Relationship: Reports to the Board of Trustees as its sole direct report. CE direct reports include the two campus heads, the Chief Advancement and Planning Officer, the Chief Operating and Financial Officer, the General Counsel, and the Executive Assistant.

Summary: Overall executive responsibility for strategically leading and managing Principia activities consistent with its Purpose and Mission to serve the Cause of Christian Science as an educational institution. Maintaining and evolving the institutional vision partnering with the Board and campus heads. Ensure the effective and efficient operation of campus units and shared services as a single institution.

Specific Responsibilities

- Support Principia metaphysically and ensure the safety and well-being of all community members
- Lead Principia as one institution in accordance with Principia's Purpose and 23 Policies
- Maintain an open, collaborative, respectful working relationship with the Board and its Chair
- Implement Board decisions and directives, keep the Board informed and consulted on matters appropriate to policymaking, governance, and fiduciary functions, attend all Board meetings
- Oversee the cyclic strategic planning process in conjunction with the Chief Planning Officer. Take corrective steps and recommend mid-cycle changes.
- Lead, support, manage, collaborate with, and evaluate the College President and Head of School as they lead, direct, and manage their respective campuses
- Ensure that the campus heads have the appropriate resources, authority, and access to the Board to perform their duties and responsibilities
- Build a strong, cohesive, and accountable management team. Ensure their professional evaluation and development.
- With senior leadership, further the institution's commitment to building character as envisioned by Principia's founder Mary Kimball Morgan.
- Facilitate and support collaborative, consultative, collegial decision-making throughout the organization while demonstrating strong leadership and decisiveness when needed.
- Effectively lead and manage operational core services (currently advancement, planning, finance, operations and legal) to keep efforts aligned with the needs and priorities of Principia through the two campus heads
- Ensure effective, sustainable stewardship of the institution's resources; support building budgets and executive financial plans
- Play an active role in advancement activities, including developing and sustaining key donor relationships
- Serve as a key spokesperson for Principia along with the Board Chair; deliver responsive and anticipatory communication with transparency, trust, and integrity to the local and larger Principia community and with Trustees
- Oversee Principia's relationship with The Mother Church and other Christian Science organizations
- Execute all documents on behalf of the corporation and the Board consistent with Board policies and the best interests of the corporation
- Have a working understanding of best practices from the National Association of Independent Schools and the Higher Learning Commission, and current education research.
- Maintain a visible presence with Principia faculty, staff and community
- Have a working understanding of best practices from the National Association of Independent Schools and the Higher Learning Commission, and current education research. Provide support as needed and stay up-to-date with Diversity, Equity, Inclusion, & Access efforts on both campuses.

Minimum Qualifications

- Committed to the Cause of Christian Science in thought and deed
- Love for Principia and its Purpose and Mission
- Membership in The Mother Church and active in a branch church
- Christian Science Primary class instruction and active participation in a Christian Science Association
- Master's or terminal degree preferred; Bachelor's degree with notable professional accomplishments considered
- Proven leadership and management skills in sizeable, complex, and multifaceted organizations
- Well-developed outreach, communication, and interpersonal skills with a variety of stakeholders
- Skills in leading and building consensus with multiple constituencies
- Experience building a budget and executing financial plans within budget

- Forward thinking, action oriented
- Humility, empathy, compassion, inclusiveness
- Experience working in an educational culture
- Experience working with a board of trustees