



## **The Edmonton Society for Christian Education**

### **Executive Director**

**Estimated Starting Date:** April 1st, 2025, with some flexibility for the right candidate.

#### **About Us**

Since 1949, Edmonton Christian Schools has been committed to providing high-quality, Christ-centred education to students across the greater Edmonton area. In partnership with Edmonton Public Schools, the Edmonton Society for Christian Education (ESCE) oversees the Christian Alternative Program within our two K-9 schools and a high school. With approximately 1,500 students enrolled annually, Edmonton Christian Schools is one of the largest Christian schools in Canada.

Our mission is clear: "Responding to God's grace, Edmonton Christian Schools challenges students, through Christ-centred education, to actively play their role in God's story." By nurturing a passion for shaping culture and working alongside Christ in the renewal of all things, we believe that ECS's work has a transformative, world-changing impact.

#### **About You**

As a candidate for this role, you are a visionary and faith-driven leader with a strong commitment to Christian education. You thrive in a dynamic environment and are passionate about building strong relationships, fostering a Christ-centred community, and ensuring the long-term vitality of the Society. With expertise in organizational management, financial stewardship, and community engagement, you bring a strategic approach to leadership and a desire to advance the mission of Edmonton Christian Schools.

You possess a sound biblical understanding and knowledge of the philosophy of Christian education and the Christian school system, enabling you to integrate faith and learning effectively and articulate the distinctiveness of Christian education.

Your ability to work collaboratively with diverse groups, including ECS and division staff, Board members, volunteers, donors, and community partners, will ensure the Society's success in supporting Christ-centred education for generations to come.

## **Role Overview**

Reporting directly to the ESCE Board of Directors, the Executive Director serves as the chief administrator of the Society and represents the Board in managing its daily operations. This role combines strategic leadership with hands-on management of Society staff, finances, facilities, and communications.

In partnership with school Principals, the Executive Director ensures effective collaboration between the Society and Edmonton Christian Schools, creating a team-oriented environment that advances the shared mission. The Executive Director also maintains and nurtures the Society's relationship with the Edmonton Public School Board, ensuring alignment with shared goals and fostering ongoing cooperation.

Additionally, the Executive Director leads fundraising and financial development initiatives, oversees Society facilities and transportation, and ensures effective communication with Society members, alumni, and the broader community.

## **Key Responsibilities**

### **Leadership and Governance**

- Act as the primary liaison between the Board and Society staff, providing timely reports and expert advice.
- Attend and support Board meetings, ensuring alignment with Society policies and regulations.
- Oversee the development, implementation, and review of the Society's strategic plan.
- Maintain and strengthen the Society's relationship with the Edmonton Public School Board, fostering collaboration and ensuring alignment with the goals of the Christian Alternative Program.

### **Financial Management**

- Manage the Society's financial affairs, including budgeting, payroll, and fundraising.

- Lead financial development initiatives such as capital campaigns, membership drives, and fundraising events.
- Provide financial updates and recommendations to the Board, ensuring fiscal responsibility and transparency.

### **Community Engagement and Communications**

- Represent the Society to parents, churches, alumni, and the broader community.
- Oversee communications with Society members, including newsletters and updates.
- Act as a champion for Christian education, building strong relationships with donors and community partners.

### **Staff and Facilities Management**

- Supervise Society staff, promoting a collaborative and respectful working environment.
- Oversee the maintenance and use of Society facilities, ensuring they support educational and community goals.
- Manage Society transportation services, including school bus operations.
- Oversee the preschool program and its staff, ensuring it operates effectively and aligns with established standards and goals.

For more details, please refer to the full Executive Director [policy](#).

## **Qualifications**

### **Education and Experience**

- Post-secondary education in a related field (e.g., nonprofit management, business administration, education).
- Minimum of five years of leadership experience in a nonprofit, educational, or faith-based organization.
- Proven success in financial management, fundraising, and organizational leadership.

### **Skills and Characteristics**

- A deep, personal faith in Christ and a passion for Christian education.
- Strong interpersonal skills with the ability to build relationships across diverse groups.
- Excellent organizational and problem-solving abilities.

- Skilled in financial planning, analysis, and reporting.
- Exceptional communication skills, both written and verbal.
- Strategic and forward-thinking, with the ability to manage multiple priorities effectively.
- A sound biblical understanding and knowledge of the philosophy of Christian education and the Christian school system.

## Compensation and Benefits

This is a salaried position offering a comprehensive benefits package and a competitive salary, approximately \$115,000, commensurate with experience and expertise.

This role occasionally requires evening and weekend attendance for key events or donor meetings. Our office also prioritizes a flexible work-life balance and actively supports family life, recognizing the importance of maintaining both professional excellence and personal well-being.

## Apply

Please note that only complete application packages will be considered. Be sure to include all of the following items:

1. Cover letter
2. Resume
3. Statement of your philosophy of Christian education
4. Personal statement of faith

Please submit the above items to our Board of Directors at [board@edmchristian.org](mailto:board@edmchristian.org).

Applications will be accepted through February 15, 2025.