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Pittsburgh Urban Christian School Executive Director Job Description

Background

At Pittsburgh Urban Christian School (PUCS) our mission is to foster students' growth by teaching them to confidently explore and serve the good world God has made through our creative, thematically integrated educational approach delivered in the context of a supportive, intentionally diverse community. This community works together to cultivate a high quality, affordable, uniquely holistic education that connects to and seeks to benefit our neighbors in Wilkinsburg, Pittsburgh and beyond. Each of our highly effective, credentialed teachers dedicates their effort to facilitating each student's spiritual, academic, social, emotional, and physical growth.

PUCS is seeking an Executive Director (ED) who deeply supports PUCS' Christian roots, its ethos and mission and is ready to pursue a long-term strategic vision that will enable the school to thrive. A strong ED candidate will effectively garner the necessary resources for PUCS to fully thrive and grow while keeping true to its core identity and values. The ED personally leads the public and place-based aspects of PUCS' mission, forging constructive connections between the school and local community. A strong candidate will also have the leadership skill to effectively direct a strategically composed administrative and advancement team toward long-term sustainability, qualitative and quantitative growth.

The Executive Director will have successful leadership experience in a non-profit or educational setting, possess significant management and operations experience, and have the ability to influence and work with all levels of the organization and external stakeholders. Successful advancement experience including donor cultivation, grant writing, and communications is required. The Executive Director motivates and inspires others while being a team builder with a talent for building staff morale.

CULTIVATING CARING HEARTS AND CURIOUS MINDS

Core Responsibilities

Public Leadership

- Steward PUCS' mission by communicating it in compelling ways, building committed investment internally and externally, and personally embodying a passionate commitment to the life and work of the school.
- Raise PUCS' public visibility, cultivating relationships with local stakeholders, public officials, funders, donors, and faith communities.
- Develop the local community-based aspects of PUCS' mission, creating opportunities for collaboration between PUCS personnel and local leaders, organizations, and other stakeholders.

Advancement

- Work with the Director of Advancement to develop small and large donors who are ready to live out their values by partnering financially with PUCS.
- Increase PUCS' Sustaining Donors - those who have made ongoing recurring commitments or specific multi-year commitments.
- Build and execute a strategic plan that ensures that PUCS' financial model and practices provide the stable abundant flow of resources needed to run the school at its full potential and that PUCS' physical plant serves the needs of teachers, students and staff and maximizes the potential of a PUCS education.
- Craft and maintain vibrant, strategic messaging campaigns that drive recruitment, community awareness, donor interest and investment, fundraising campaigns and current families' connection to PUCS.

Strategic Operations

- Manage a staff of approximately 16, including 3 senior leadership positions as direct reports.
- Oversee recruiting, hiring, and retaining outstanding employees in collaboration with the Personnel Committee.
- Develop employees through mentorship, training, clear job descriptions and effective evaluation. Lead by example to create an inclusive, equitable, and empowering workplace culture.
- Identify operational gaps and recommend solutions to the Board of Directors.
- Oversee various functions within the organization, including IT, accounting, and facilities management.
- Oversee staff responsible for admissions, enrollment, financial aid, communications, financial procedures, educational and day-to-day operations.
- Support and collaborate with the PUCS Principal to encourage, resource, celebrate and evaluate the educational work of the school.