



**Position Statement for
Executive Director
Southwestern
Association of
Episcopal Schools
Canyon, Texas
July 1, 2021 Interim
July 1, 2022 Full-Time**

ASSOCIATION OVERVIEW

The Southwestern Association of Episcopal Schools (SAES) is an independent, voluntary membership organization that accredits, supports, serves, and advocates for the vital work and ministry of 105 Episcopal schools, early childhood education programs, and quality school establishment efforts, throughout 6 states, Arizona, Arkansas, Louisiana, New Mexico, Oklahoma, and Texas.

MISSION AND PURPOSE

The Southwestern Association of the Episcopal Schools' mission is to lead, nurture, and unify Episcopal schools to advance academic excellence within The Episcopal Church's faith community.

At its core, the Association's mission is to serve Episcopal schools and be an active resource for those charged with their leadership and governance. In its most recent Strategic Plan adopted in 2017, the SAES Board underscored the importance of advancing Episcopal Schools and Episcopal School Identity. The Board outlined key initiatives to support its member schools:

1. **Membership services:** From the beginning, SAES was created as a way for Episcopal educators to come together and share resources and provide support and encouragement for the ministry of working with young people. The relationships developed through SAES membership are commonly noted as one of the most important ways to advance the mission. Membership services are always based on promoting ways for these relationships to take root and develop between school leaders.
2. **Professional development:** Promoting excellence requires that school professionals constantly improve and develop skills central to the work that



take place in the Association's schools. Advancing membership through the curating of a variety of professional development opportunities is integral and important. The Association serves a large geographic region and the professional development programs take advantage of both in-person and on-line approaches.

3. **Accreditation services:** Promoting high standards have always been central to the role of SAES. In 1987, SAES began offering accreditation services. As a founding member of the International Council Advancing Independent School Accreditation (ICAISA), SAES continues to seek innovative approaches to accreditation that promote both accountability, as well as strategic thinking.
4. **Consultation services:** Occasionally, member schools need a more focused approach to a particular challenge or task. In those situations, member schools can take advantage of the expertise of the SAES through excellent and affordable consultation services. Assistance on strategic planning, leading leadership retreats, and strategic financial planning are just a phone call away!

OPPORTUNITIES AND CHALLENGES

SAES has distinguished itself through its dedication to serve Episcopal schools – of all sizes, grade levels, and different locations throughout the large geographical reach of the Association. The Executive Director assists schools to live their missions, proclaim their unique identities and provide resources and services that build each school's common life in order to flourish through their affiliation and relationships with other Episcopal schools and The Episcopal Church. SAES supports best school practices and seeks the important call as instruments of God's work in the world, thereby promoting the common good and making a transformational impact on society.

The next Executive Director should be prepared to build upon the outstanding leadership of current Executive Director, the Reverend David Madison, in working with the SAES Board, its schools, parishes, The Episcopal Church, and church associations and their leaders.

THE POSITION

The Executive Director of SAES will:

- Serve as the chief executive officer;
- Is an ex-officio non-voting member of the Board of Directors and all of its committees;
- Embody, manifest and advocate the mission of the Association;
- Set annual professional goals and work with the SAES Board to determine yearly Association goals and objectives;
- Execute and administer the policies of SAES as set by the Board that will include accreditation, consultation, professional development, conferences both virtual and in-person;
- Contribute and oversee all SAES website, publication, and marketing materials;



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- Represent the Association among schools, state, regional, and national venues, including departments of education and seminaries, with associations that certify accrediting associations, with dioceses of The Episcopal Church, and with the national Episcopal Church of the United States of America;
- Hire, evaluate and terminate, as necessary, all SAES employees and oversee the employee benefit program and recruitment of all personnel;
- Oversee the maintenance of the SAES office, including its systems, files and financial records;
- Assess the effectiveness of the various operations and programs of SAES and monitor the ongoing work as a result of the most recent Strategic Plan;



- Work with the Board to uphold established Board policies, review current policies, and make recommendations to the Board for any changes;

- Maintain the Associations accreditation through ICAISA;
- Participate in Board meetings, prepare reports, maintain records, and keep Directors informed as to the Association's operations and ongoing initiatives;
- Support the Constitution and Canons of The Episcopal Church of the United States of America and the Constitution and Bylaws of SAES;
- Prepare for and conduct periodic program evaluations and submit reports to various external agencies as required;
- Maintain employee handbooks and appropriate personnel records;





- Ability to work with a lean and competent staff;
- Experience and ability to work with the SAES Board;
- Skill to effectively organize and lead stakeholder conferences and professional development opportunities; and
- Ability to serve the membership and to celebrate and to promote the value of Episcopal schools.

MOVING FORWARD

The SAES Board now seeks an Executive Director who can lead this outstanding organization to achieve the goals of its Strategic Plan or to lead us through a new Strategic Plan, and to challenge the organization to greater heights and movement forward. The SAES Board envisions the new Executive Director will be appointed in the Fall, 2021 and begin responsibilities on July 1, 2022.

It is also the hope of the SAES Board that an Interim Executive Director will be named in the late Spring, 2021 and assume interim responsibilities on July 1, 2021.

- Supervise and monitor preparation of the preliminary and final budgets of the Association, monitor income, expenditures, collections and cash flow, and maintain appropriate and current financial records;
- Is the final authority regarding all SAES related accounts and contracts and is the principal signer of all SAES related contracts;
- May in consultation with the president of the Board, accept occasional engagements to provide consultation to third parties not associated with SAES, but understands that SAES is the Executive Director's primary responsibility; and
- Perform other duties and responsibilities as assigned by the Board.

Essential Qualifications:

- Strong experience in The Episcopal Church, preferable experience in Episcopal Schools;
- Ability to create and execute a vision that the community can rally behind;
- Excellent communication skills;
- Conduct strategic planning;
- A connector who demonstrates empathy, humility, resilience and humor;
- Energy and gravitas;
- Willingness to travel to member schools;





APPLICATION PROCESS

Application Deadline for Full Time Executive Director:
Friday, June 11, 2021

Application Deadline for Interim Executive Director:
Friday, May 2, 2021

The SAES Board has retained Doreen S. Oleson, Ed.D., from Resource Group 175 to lead these important searches.

Interested candidates may apply online at <https://rg175.com/candidate/signup>.

The application for both the Interim and Full-Time Executive Director positions should include:

- Cover Letter explaining interest in SAES;
- Full curriculum vitae/resume;

- A writing sample that may be a personal statement, an article for publication, a recent speech, sermon or submitted scholarly article – which can inform the Search Committee of expertise, interest, academic focus and/or leadership experiences; and
- No fewer than five (5) references.

The Southwestern Association of Episcopal Schools maintains a policy of nondiscrimination with all employees and applicants for employment. All aspects of employment at SAES are governed on the basis of merit, competence and qualifications and will not be influenced in any matter by race, color, sex, age, national origin, ancestry, mentor or physical disability or handicap, veteran's status, or other classes referred in applicable law.