

Do you enjoy positively influencing and inspiring others? As the Executive Director of the Battle Creek Area Catholic Schools, the Mission Statement will guide you as you work to provide students with an excellent education and solid faith formation. You'll serve alongside Battle Creek Area Catholic School staff, collaborating with Principals, Teachers, School Staff, driving strategic initiatives within our schools.

You'll join forces with various stakeholders including the BCACS board, parents, and community members as appropriate. While you are at it, you'll be building your network and expertise while transforming and designing our schools future. Ready to hear more?

Welcome to BCACS! Only about a half hour from Kalamazoo and two hours from Detroit, we are a tight knit community educating Preschool through twelfth grade students. We pride ourselves on our rich history of providing students with an excellent education and a solid faith formation. Come join all of the great things offered at BCACS, including your intangible reward of shaping future generations.

HERE'S A TASTE OF WHAT YOU'LL BE DOING

- **Strategic Leadership** – You'll drive overall implementation of a long-term vision and strategic plan for BCACS
- **Academic Excellence** – You'll collaborate with principals on providing students with highest level of education, curriculum development and continuous improvement of teachers and staff
- **Financial Management** – You'll partner with principals and advisory board to monitor budget and financial resources and ensure financial stability for the future
- **Community and Stakeholder Relations** – You'll cultivate a positive culture across all aspects of the school to build support for the schools and foster a sense of unity
- **Compliance and Governance** – You'll collaborate with Pastors to maintain governance structure and ensure compliance with all applicable laws and regulations related to education.
- **Enrollment and Marketing** – You'll develop and execute marketing strategies to attract new students and retain current ones, all while monitoring trends and addressing challenges
- **Fundraising and Development** – You'll support fundraising initiatives and grant applications and work collaboratively with Battle Creek Area Catholic Schools Foundation to help build relationships with donors to strengthen financial support for the schools.

All of the above won't be done in isolation. You'll have the expertise of a strong staff as partners to work alongside you to accomplish set strategic goals.

YOUR KEY FOR SUCCESS

- Bachelor's Degree or equivalent work experience
- Experience in management, finance, education , administration, or related field
- Excellent communication and interpersonal skills
- Understanding of Catholicism and Catholic teaching and values
- Strong organizational and strategic planning abilities
- Ability to inspire and motivate others while fostering a collaborative and inclusive environment
- Knowledge of education policies, regulations, and best practices
- Self-motivated, proactive, and results-oriented

ABOUT BATTLE CREEK AREA CATHOLIC SCHOOLS

The Battle Creek Area Catholic Schools are a faith-based educational community serving the greater Battle Creek area for over 100 years. The Preschool through twelfth grade system is comprised of St. Joseph Elementary and Preschool, St. Joseph Middle School and St. Philip Catholic Central High School.

THE FINER PRINT

The Hiring Manager for this role is BCACS Priests and Advisory Board.

The ability to work a full shift, come to work on time, work overtime as needed and the ability to work according to the necessary schedule to meet job requirements with or without reasonable accommodation is an essential function of this position.