*Executive Director, Horizons at Westminster*

*Anticipated hiring: June 1, 2023*

Westminster School, one of the leading small independent boarding schools in the country, is a diverse, co-educational high school, a close-knit community of 95 faculty and 430 students (75 percent boarding, 25 percent day students) set on a 200-acre campus in Simsbury, Connecticut. Since its founding in 1888, Westminster School has been committed to the core values of *community, character, balance,* and *involvement.* Our motto – *virtute et numine* – by grit and grace – defines and distinguishes the Westminster experience, our community, and our alumni.

Horizons at Westminster is seeking a new Executive Director (ED) to lead and oversee the operations while increasing Horizons at Westminster’s public profile, fundraising efforts and school-year volunteer opportunities. The new ED will report to the Head of School and work with a fully supportive board to develop a five-year strategy, build relationships with key stakeholders and lead a talented, high performing staff.

Reporting to and in partnership with the Advisory Board, the Executive Director will oversee organizational processes, finances, and infrastructure that will allow its program to continue to grow and fulfill its mission. These responsibilities will include:

* Develop relationships with community stakeholders and volunteers to carry out the mission, vision, and values of the organization.
* Enhance good public relations including speaking and presenting in public forums, building and sustaining partnerships with families, stakeholders, community agencies, local churches, and other professionals, civic and private organizations.
* Serve as a community leader to initiate connections to local school administrators including superintendents, principals, and other education administrators.
* Lead fundraising initiatives to strengthen and diversify funding sources.
* Oversee all aspects of financial management including budget preparation, timely/accurate reporting, and ensure a strong, positive financial position for the organization.
* Collect and report impact data on programs with status updates and reporting.
* Lead employees throughout the organization and motivate them to maximize results, setting clear and appropriate performance goals and metrics and tracking results.
* Oversee the Horizons at Westminster summer program and Saturday Academies.
* Be involved with Westminster School through a combination of teaching, coaching and/or advising so as to build connections within the host school community

A successful candidate will demonstrate the following characteristics:

* Strong commitment supporting the underserved of our community and the persistence to grow our capacity to reach others.
* A collaborative and compassionate leadership style that empowers team members and volunteers and encourages innovation, teamwork, and open communication.
* Ideally 8+ years of experience in management, supervision, and leadership.
* Robust public relations skills, including speaking and presenting in public forums.
* Bachelor’s degree required. Master’s degree preferred.

Salary for this full-time, twelve month position is highly competitive, commensurate with experience, and the employment package includes excellent benefits which may include on-campus housing.

The search for the Executive Director will be managed by a committee led by the Westminster Dean of Faculty and involving the Horizons at Westminster Board. Applications are due by January 25. This committee will consider all applicants, with the intention of determining finalists by early February. These finalists will be interviewed by the committee on campus, a process which may include meeting with faculty, staff, and students. The intention of the committee is to hire for this position by the end of February, although the process will be extended until the appropriate candidate is identified. Candidates should submit their materials, including a resume and cover letter, by email to the Dean of Faculty, [Jess Keough](mailto:%20jkkeough@westminster-school.org).

Westminster School is an Equal Opportunity Employer and encourages applications from candidates of color. Westminster School reaffirms its long-standing nondiscriminatory policy and employs individuals of any race, color, religious creed, sex, sexual orientation, gender identity or expression, national origin ancestry and/or disability to all the rights, privileges, programs, and activities generally accorded or made available at Westminster. Westminster does not discriminate in its hiring, educational policies, admissions policies, scholarship programs, or athletic and other school-administered programs.