

OPPORTUNITY PROFILE  
**Executive Director**



**Heritage**  
CHRISTIAN ACADEMY

[hcacalgary.com](http://hcacalgary.com)

## About the Heritage Christian Education Society Calgary (HCESC)

Heritage Christian Academy (HCA) was founded in 1979, and since 2006 the Heritage Christian Education Society Calgary (HCESC) has worked in partnership with Palliser School Division (PSD) to operate HCA. HCA is a fully accredited, non-denominational Christian school servicing approximately 620 students from Kindergarten through Grade 12. While funding is provided by Alberta Education for the academic programming, it is the responsibility of the HCESC to provide facilities, additional funding, vision, and overall direction for the school, including Christian Education.

“Equipping students for life through quality Christian Education that inspires commitment to Jesus Christ, and excellence in academics, moral character and service to others.” – HCA Mission Statement -

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### Candidate Profile

Reporting to the HCESC Board and responsive to HCESC staff, the school Principal and teachers, the Executive Director must possess wide-ranging expertise, skills, and responsibility for the organization’s achievement of its mission and objectives.

The ideal candidate has a track record of leading organizations towards a vision with a supporting strategic and operational plan. The Executive Director brings value to HCA families and key stakeholders by realizing the organization’s strategic plans in a manner consistent with HCA’s mission, the HCA Statement of Faith, and the Philosophy of Christian Education. This person has superb interpersonal skills, with the ability to forge strong relationships both internal and external to the organization. The Executive Director also strategically considers how operational and HCESC Board goals align with contractual obligations with The Palliser Regional School Division.

The ideal individual is approachable and open, collaborative, credible, resilient, courageous, adaptable, and models spiritual maturity. Above all, the Executive Director is passionate about student success within the Philosophy of Christian Education.

## Responsibilities

The Executive Director's responsibilities are wide and varied in nature including, but are not limited to:

- A. **Board Relationship and Governance** – Using policy-based governance, the Executive Director works with the HCESC Board to fulfill the mission in the following ways:
- Apply knowledge of and experience in non-profit society governance at the Board level by taking direction from and providing guidance to the HCESC Board.
  - Develop a vision and strategic plan to guide the organization, under the direction of the HCESC Board.
  - Communicate effectively with the Board and provide information in a timely and accurate manner to optimize Board function and decision making.
  - Under the direction of the HCESC Board Chair, prepare agendas and materials for HCESC Board Meetings and actively participate in all meetings.
  - Provide the Board with comprehensive, regular reports as required.
- B. **Leadership** – The Executive Director is a champion and ambassador for Christian discipleship and the HCESC, and exemplifies leadership, team-building skills, innovation, and change management in the following:
- Provides leadership and growth for the overall vision of Christian discipleship at HCA.
  - Achieve optimum gains through the development and successful execution of plans in the areas of enrollment, fund development, long-term capital planning, facility maintenance, governance, and in other areas as identified by the HCESC Board.
  - Apply creative problem solving skills to proactively address issues affecting HCESC and the HCA Alternate Program, work cooperatively with administrators and staff to successfully overcome obstacles, and to identify opportunities for improvement.
  - Actively advocates for HCESC and HCA on campus and engages with the greater community.
  - Understands current and emerging issues facing Christian education today and works to ensure organizational sustainability.
- C. **Financial Performance and Viability** – The Executive Director manages and coordinates resources sufficient to ensure the current and future financial health of the organization in the following ways:
- Oversees day-to-day operations and financial controls in keeping with established budgets.
  - Maintains current knowledge of best practices in financial principles and applies the knowledge to the benefit of the school.
  - Ensures optimal resource utilization and maintenance of the organization in a positive financial position and oversees expenditures within the authority delegated by the Board.
  - Negotiates and manages contracts by ensuring contractual obligations are met while monitoring existing contracts to ensure HCESC's interests are protected.

- Identifies and evaluates risks to the organization, its staff, Board and stakeholders which may affect property, finances, reputation, image, and implements measures to control risk.
- Coordinates fundraising successfully through a diversity of approaches from public and private sources.

**D. Operational Planning and Management** – The Executive Director coordinates resources to ensure the operations of the organization are successful in the following ways:

- Develops an operational plan which incorporates goals and objectives that accomplishes the strategic direction of the organization and implements actions as authorized by the Board.
- Leads and empowers HCESC employees and contractors in their functions to achieve the organization’s objectives.
- Implements Human Resource best practices that reflect HCESC values and establish a positive, healthy, and safe work environment, in accordance with all appropriate legislation and regulations.
- Oversees a performance management process for all HCESC staff which includes monitoring on an on-going basis.

**E. Relationship Management** – The Executive Director must lead with Christ-like character including humility, integrity, high emotional intelligence, and benevolence to build relationships with stakeholders in the following ways:

- Understands HCESC’s stakeholders and maintains positive relationships and partnerships.
- Ensures regular communication with stakeholders.
- Builds and maintains relationships with key government officials.
- Manages HCESC employee and volunteer activities within the school.
- Develops positive and effective working relationships with the school Principal and other PSD staff members, focusing on:
  - Representing the interests of the HCESC Board,
  - The long-term viability of the school, and
  - Protecting and maintaining the HCA Mission for current and future generations.

### **Authority**

The Executive Director’s authority shall be delegated by the HCESC Board of Directors.

### **Supervision**

Direct – 7-10 people    Indirect – 6-8 people

### **Stakeholders**

Internal: HCESC Board of Directors, HCESC Staff and Members, HCA Administration, Teachers, PSD Staff, and Students

External: PSD Operations, Parents, Media, Vendors, Contractors, Alumni, Government Officials, Churches, other Community Organizations, and Donors

## Required Qualifications

- Is able to clearly express their faith and relationship with Jesus Christ as Lord and Saviour.
- Fully supports the HCA Mission Statement of Faith, Christian Education Philosophy, and the Staff Covenant.
- Post-secondary Education (a degree in Business Administration, Not-for-Profit Studies, Public Administration, Leadership or a related field is desired, and a Master's degree is preferred).
- Minimum five years of relevant leadership experience involving effective financial and human resources.
- Proven evidence of successful and sound financial management.
- Strong interpersonal skills and effective communication abilities.
- Proficient in MS Office Suite and Google Workspace.
- Effective project management skills.
- Provide a clean police record check (with vulnerable sector check) on an annual basis.

## Working Conditions

- General office environment.
- Work is generally sedentary in nature but may require standing and walking.
- Lighting and temperature are adequate, and there are no hazardous conditions.
- Noise levels may at times be outside of a regular office environment depending on the time of day and the number of visits from parents and students in the office area.
- Work is generally performed within an open office environment with standard office equipment available.
- Variable working hours including some evenings and weekends.

## Compensation

The HCESC offers a competitive salary and excellent benefits.

**This search is supported by DHR International.**  
**Please send your inquiries and applications in confidence to:**  
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