

Position and Candidate Specification



Church Schools in The Diocese of Virginia, Inc.

President

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The CSDV schools share a common mission to help form young adults of personal integrity, with a commitment to serve others and engage the deep mysteries of this life and the next.

Church Schools in The Diocese of Virginia, Inc. (CSDV), the Diocesan Corporation, was created by the Council of the Diocese of Virginia in 1919 to "own and operate a system of schools." It is an educational arm of The Diocese of Virginia and one of the largest Episcopal Church institutions in the United States. CSDV promotes an understanding of Episcopal values, provides a forum for collaboration among Heads of Schools and other key leadership positions, and creates financial advantages where larger organizations realize economies in areas such as health insurance.

Across six Episcopal college preparatory schools in Virginia, Church Schools (also CSDV) serves almost 4,000 students, employs 900 persons, holds property and endowments approaching \$400M million, and approves annual operating budgets that exceed a total of \$130 million. Each school has its own culture, traditions, an incorporated Foundation, and an appointed Board of Governors to which significant authority is delegated. The schools include both coeducational and single-sex options. Some are exclusively day schools, and some are predominantly boarding with day students. The shared ethos of the six schools is one of excellent preparation for higher education and formation for a life of service and leadership in a context of inclusivity and the celebration of rich diversity.

The ethos of Church Schools is Episcopalian in the Anglican tradition, and the mission is to recognize and serve all human beings as children of God. Episcopal schools have the unique opportunity to work with students of all faiths and to prepare them for lives of meaning, joy and service.

The headquarters of Church Schools in the Diocese of Virginia is located in Richmond, while the six schools of the Diocese are located throughout the state:

- Christchurch – Christchurch
- St. Catherine's – Richmond
- St. Christopher's – Richmond
- St. Margaret's – Tappahannock
- St. Stephen's and St. Agnes – Alexandria
- Stuart Hall – Staunton

For more information on the Diocese, CSDV or the individual schools, visit the Church Schools' website:

<https://www.thediocese.net/resources/organizations/church-schools-in-the-diocese-of-virginia/>

After a highly successful tenure of 34 years, David Charlton has announced his retirement from Church Schools in the Diocese of Virginia for Summer 2022.

Reporting to the Trustees of Church Schools in the Diocese of Virginia, the next President will work in close collaboration with the Bishop of the Diocese of Virginia. The President of CSDV is at the helm of a large, matrixed set of institutions, is a Trustee of CSDV and holds a position on each of the six schools' Boards of Governors.

This new leader will be responsible for the leadership and day-to-day operational management of CSDV. The President is accountable for the overall fiscal health of the organization, overseeing operating and capital budgets, maintaining fiscal control over expenditures, supervising CSDV internal staff. While the responsibilities of the President are straightforward, the approach to carrying them out effectively is not. The President often influences decisions but rarely dictates or directs them. Most prominent in his/her activities is the counsel and relationship aspect; he/she works closely with each of the Heads of School and Chairs of governing boards to balance the rich individuality of each school with the need for alignment on legal compliance, risk management that allows CSDV to leverage its size and volume to the benefit of all schools, as well as to ensure that all have clear direction and priorities specific to each school that align with Church Schools' vision and strategy. The President will provide the necessary coaching, counseling, guidance, and visible leadership to the entire CSDV organization.

One of the most enduring characteristics of this leader is his/her ability to anticipate opportunities, threats and material changes across the field of independent education and to work alongside the Heads and Governors to reconcile strategic and tactical plans forward in addressing each. The President will support the common mission and core values of all Church Schools to educate and form young adults of integrity who will work to make the world a better place as citizens. The President will also be mindful that each school has its own strategic plan, programs, priorities, and traditions.

KEY RELATIONSHIPS

Reports to	Board of Trustees, Church Schools in the Diocese of Virginia
Direct reports	Jack "Chip" Broadway, Jr., Vice President and Treasurer Kimberly S. Henderson, Corporate Secretary/Assistant Treasurer
Other key relationships	Bishop, Diocese of Virginia Governance bodies for Six Church Schools, including: Heads of Schools

Boards of Governors
Each school's Foundation Leadership

The President is a Trustee of CSDV and member of the Board of Governors for each school.

DESIRED OUTCOMES

Respecting that the President will have a number of priorities, for the near-term, the board has focused on the following accountable priorities:

- To become a trusted advisor, sounding board and liaison to and among the Diocese and Church Schools leaders;
- To build authentic relationships with the team, CSDV's leadership, boards and local organizations;
- To build and deliver on a vision for CSDV that strengthens the organization's value proposition, positions the organization for the future and continues to protect stakeholders on all fronts (e.g. compliance, enrollment, legal).
- In the context of the Bishop's upcoming retirement, to build and develop a solid relationship with the incoming Bishop;
- To deliver a demonstrated understanding of governance best practices.

CSDV seeks a leader who appreciates the opportunity inherent in the role: to lead an institution with a proud history as one of the largest Episcopal organizations with a demonstrated commitment to nurturing the students in its care.

The President will be a skillful and thoughtful leader, with unimpeachable integrity and demonstrated sense of service. A compelling spokesperson who can articulate the priorities of CSDV in an inclusive manner for all the communities it serves, the President will demonstrate a high level of executive energy and emotional intelligence. He/she will have an orientation toward collaborating and nurturing consensus to achieve success as well as knowing when decisive action is necessary. The new leader will have an appreciation for CSDV's unique assets and capabilities in the context of the values, history and vision of each of the schools.

IDEAL EXPERIENCE

Experience as a senior leader with accountability for organizational management.

Critical to the role is significant senior leadership and business acumen in an organization with a budget of considerable scale, resulting in deep understanding of financial and operational best practices.

Alignment with Episcopal values

Deep connection to and understanding of the Episcopal Church and its ethos; living our values.

Evidence of partnering with a board of trustees and leading diverse sets of stakeholders.

Ideally, has managed in a matrixed organization where leaders based in the field (e.g. Heads of School or regional directors) have substantial decision authority over programs, staffing and budgets.

Leadership experience in, or deep familiarity with, the field of education and current trends in the field.

Or possession of relationships in the field of education, including thought leaders and policy makers.

Record of representing an organization across a wide range of audiences in ways that inspire confidence and engagement.

CRITICAL LEADERSHIP CAPABILITIES

Building Relationships and Influencing Decisions

- Quickly engages and builds trusted relationships among diverse stakeholders.
- Guided by empathy, collaborates and influences in order to ensure consensus, as well as guides and counsels matrixed organizational leadership.
- Acts as thought partner for the Bishop, Trustees, school Heads and school governing boards.

- Communicates with transparency, frequently internally and externally, to facilitate increased action and impact.
- Demonstrates excellent listening skills and actively seeks input from a variety of perspectives.

Strategic Thinking

- Collaborates with and advises the CSDV Trustees on topics that will support each school in achieving its highest potential, with an eye towards current and future trends in education.
- Honors tradition but questions assumptions and provides perspective.
- Anticipates opportunities and issues, serving as advisor to the Heads in this vein.

Leading People

- Effectively communicates the organization's long-term direction and empowers collaborative teamwork to achieve impact and excellence across the range of CSDV stakeholders.
- Brings out the personal best in everyone through empathy and guides through challenges by delegating strategic objectives with clear and explicit intent.
- Fosters a healthy inter-organizational culture with independent and open communication among team members, the Trustees, the Heads of School and Governors.
- Creates an environment for non-competitive discussion and collaboration, setting up forums or practices to reinforce independent and open communication among the leaders of each school.
- Holds the organization accountable for its commitments, providing clarity and motivating team members to achieve their goals.

OTHER PERSONAL CHARACTERISTICS

- Highest standard of personal and professional integrity
- Strong alignment with Episcopal values
- Relationship-builder with a collaborative temperament
- Comfortable in a variety of settings, with a diverse set of constituents
- Management style that inspires and empowers
- Empathetic, engaged leadership style

DIVERSITY, EQUITY AND INCLUSION

The Episcopal church strives for justice and peace among all people and respects the dignity of every human being. Church Schools in the Diocese of Virginia is committed to cultivating a diverse, equitable and inclusive environment that recognizes the worth of each individual. Candidates should demonstrate a commitment to advocating for the belonging and inclusion of all historically excluded communities and all qualified individuals are encouraged to apply.

APPLICATIONS AND NOMINATIONS

If you wish to submit application materials or nominate someone to serve as the next President of Church Schools in the Diocese of Virginia, please send an email with supporting materials to CSDVPresident@SpencerStuart.com.