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St. Thomas More Collegiate
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ST. THOMAS MORE COLLEGIATE | PRESIDENT

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THE ORGANIZATION

ST. THOMAS MORE COLLEGIATE

St. Thomas More Collegiate ("STMC") is a Catholic co-educational independent secondary school (grades 8 – 12), in Burnaby, BC that has offered young men and women from throughout British Columbia's Lower Mainland an extraordinary education and a second home for almost six decades. Since 1960, when three Christian Brothers opened the school to 125 Knights, STMC has helped shape thousands of young minds and touched the lives of their families.

Today, STMC is a leader in academics, athletics and fine arts. Repeatedly ranked by the Fraser Institute in the top 10% of secondary schools in BC, St. Thomas More Collegiate gives young people a strong academic foundation for success. Consistently, 99% of STMC students graduate with over 85% pursuing post-secondary studies. A St. Thomas More Collegiate education goes beyond academics. STMC offers students a second home – an extension of family and develops a student's character and faith; it is a place where young adults feel a sense of pride and teaches them how to participate in a thriving, active community.

STMC's students are a force for youth philanthropy. Whether preparing and serving dinner for homeless neighbours, raising funds for local non-profits, campaigning for environmentally sensitive practices or travelling to developing countries around the world working side by side with locals to dig wells and build schools, STMC students are standing in solidarity with people marginalized by poverty and injustice. STMC graduates serve their communities in all walks of life, as business leaders, social workers, academics and solid citizens.

To learn more, please visit St. Thomas More Collegiate's [website](#).

THE OPPORTUNITY

PRESIDENT

The President is the sole employee of the St. Thomas More Collegiate Board ("STMC Board"). The President delegates authority and responsibility for the day-to-day operations of the school to the Principal. The President and the Principal work in close partnership to advance the mission and strategic priorities of St. Thomas More Collegiate ("STMC").



Overview of the Position

- Is accountable to the STMC Board;
- Fosters an effective and collaborative working relationship with the Principal;
- Provides leadership for the vision, advancement, development, financial stewardship, strategic planning, and external relations of STMC;
- Works closely with the Board in the formulation of strategy and policy;
- Serves as a Director of the STMC Board.

Mission

- With the support of the Principal, advances the mission of the school and ensures that STMC preserves and promotes its Catholic identity, the charism of Blessed Edmund Rice, and the philosophy and educational mission outlined in the Essential Elements of an Edmund Rice Christian Brother Catholic Education at St. Thomas More Collegiate;



- Leads periodic reviews of the Mission and Vision of STMC and articulates them to the school's stakeholders;
- Inspires the administrative team, faculty, staff, and broader school community to advance the mission of the school;
- Promotes the spiritual health, Catholic identity, and religious formation of the entire STMC community;
- Supports the Principal integrating the mission and Catholic identity within the academic life of the school.

Strategic Planning

- Serves as a member of the Board and participates on Board committees;
- Keeps the Board informed of school matters, emerging needs, and future plans, and prepares and signs a due diligence letter confirming that Board policies are being implemented;
- Develops and communicates a succession plan to the Board for both the President, Principal and all his/her direct reports;
- Serves as the public face of STMC internally and externally;
- Acts as liaison between STMC and its stakeholders, including parents, directors, trustees, alumni, the Archdiocese of Vancouver, the Catholic community, and the broader public;
- In consultation with the Principal, coordinates the annual calendar to ensure the effective alignment of school and stakeholder activities;
- Provides innovative solutions to challenges and leads the school through necessary change.



Advancement and Development

- Is responsible for the results and outcomes of all development and fundraising activities;
- Represents STMC at public functions together with the Principal;
- Oversees the Development & Community Relations (D&CR) Office and the implementation of the school's development program to ensure long-term financial sustainability;
- Works with the Parents' Association regarding development and fundraising initiatives;
- Cultivates financial and volunteer support from current parents, alumni, past parents, benefactors, foundations, corporations, government, and the broader community;
- Leads fundraising initiatives in consultation with the Board, including capital campaigns where required;
- Oversees the annual operating and development budget of the D&CR Office;
- Ensures effective communication with the STMC community through the D&CR Office.

Leadership

- Provides visionary leadership to ensure STMC remains a leading Catholic educational institution;
- Inspires excellence among faculty, staff, and the broader school community in a safe, welcoming, and positive environment;
- Provides spiritual leadership that strengthens and sustains the Catholic identity of STMC.



Finance and Business Management

- Oversees the Director of Business Operations and all financial planning and operations of the school;
- Directs the development and presentation of the annual operating, capital, and development budgets to the Board for approval;
- Prepares the Annual Report for submission to the Trustees of STMC;
- Oversees school facilities, including major capital projects;
- Approves and supervises capital, development, and planning expenditures;
- Oversees the annual risk assessment process and ensures that appropriate risk mitigation strategies are in place;
- Keeps the Board informed of all legal matters affecting the school;
- Oversees the administration of the bursary program for families requiring financial assistance;
- Oversees the process for salary and benefits agreements with administrators, faculty, and staff.

Personnel

- Oversees the recruitment, orientation, development, and evaluation of the following direct reports:
 - Principal
 - Director of Alumni Relations
 - Director of Business Operations
 - Executive Director of Development and Community Relations
 - Executive Assistant



- Ensures that appropriate systems of professional appraisal and professional development are in place for these positions;
- Collaborates with the Principal in the development of school policies published on the Policies and Procedures page of the school's website;
- Establishes policy and implements an appeals process for decisions made by the school administration.

General Administration

- In consultation with the Board and Principal, oversees the development of policies published in the Staff Employee Manual.

Communications

- Develops the overall communications strategy for the school in consultation with the Principal;
- Leads external communications on behalf of STMC.



Competencies and Personal Characteristics

Leadership – Achieves desired organizational results by encouraging and supporting the contribution of others; a proactive and positive team player who acts with a sense of urgency and leads by example; sets and communicates clear goals.

Accountable – Holds self and others accountable for responsibilities; focuses on results and measuring attainment of outcomes in a business focus.

Strategic – Develops a plan in support of organizational strategic direction. Demonstrates an understanding of the link between one's job responsibilities and overall organizational goals.

Integrity and Honesty – Demonstrates a resolute commitment to and respect for the spirit behind the rules and core values of the organization, setting an example of professionalism and ethical propriety.

Influential and Collaborative – Has an open and consistent approach to working with others and possesses strong interpersonal skills, with the ability to build relationships and develop/maintain partnerships, obtaining agreement as needed.

Creativity and Innovation – Develops new insights into situations; questions conventional approaches; encourages new ideas; designs and implements new or cutting-edge programs/processes.

Effective Working Relationships – Treats colleagues, and stakeholders with respect; resolves conflicts in a timely manner, negotiates effectively, and provides effective feedback to colleagues/employees.

Communication – Clearly presents written and verbal information; writes with clarity and purpose; communicates effectively in both positive and negative circumstances; listens well.

People Development – Fosters learning and development of others through coaching, managing performance and mentoring; has a genuine desire to develop others and help them succeed; formally and informally recognizes deserving staff and colleagues.

Partner Group Focused – Anticipates and attends to the needs of internal and external partner groups of the organization; keeps stakeholder interests in the forefront.



COMPENSATION

A competitive compensation package will be provided including a target base salary above \$185,000 plus excellent benefits. Further details will be discussed in a personal interview.

FOR INFORMATION PLEASE CONTACT:

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