

Leadership Posting

Chief Executive Officer (CEO) Academy for International School Heads *Colorado, United States*

Application Deadline: December 15, 2022
Start Date: July 2023



Academy for International School Heads

Serving International School Heads Through Focused Advocacy, Support and Professional Development

Chief Executive Officer (CEO)

Start Date: July 2023

Application Deadline: December 15, 2022

Summary

Assuming the full-time role of Chief Executive Officer the AISH CEO will lead this non-profit organization both strategically and in its day to day operations. The CEO ensures that AISH remains the premier organization connecting and serving International Heads and Associate /Deputy Heads of School by nurturing them as a close-knit support network of learners. Honoring the founding Board's vision of Heads of International Schools supporting each other, this role is underpinned by the crucial niche of learning and thought partnership for member Heads. As a highly visible and active Worldwide international education organization leader, the CEO creates an environment of Head collaboration, reflection, wellbeing, inclusion and learning within the framework of the AISH Head Leadership Threads and Standards of Excellence and the AISH Statement of Purpose and Commitments. This person works closely with the Board to align and develop AISHs strategic direction and implement the change and growth of the organization in line with today's transformational changes in Heads roles, and in Education. The Academy for International School Heads is a nonprofit 501(c)3 corporation governed by a self-perpetuating board drawn from its individual members. The CEO will maintain existing programs but this exciting and dynamic position will have significant autonomy to innovate and to develop new ideas in line with the Commitments.

Reporting to: AISH Board Chair and appraised on six CEO Standards and associated performance indicators

Reports: Administrative Coordinator

Location: determined In collaboration with the CEO Search Committee.

Compensation: Salary and benefits for the position to be commensurate with time and expertise

Standards and Performance Indicators for the AISH CEO

Standard 1.

Purpose and Strategic Direction: The AISH CEO energizes the AISH community toward clear, contemporary and contextual AISH Statements of Purpose.

- Leads the ongoing development of the AISH statements of purpose and infuses them into the organization's work.
- Uses the AISH Leadership Threads and Standards of Excellence to support AISH membership develop and maintain a shared culture and context and to support their work with Heads of School.

- Continually upgrade the AISH Threads of Leadership and Standards of Excellence and use them as the anchor for all AISH programs and activities including ongoing Head self-assessment, goal setting, professional development, coaching and resource development
- Builds organizational events and structures that foster practices for collaboration that increase Heads of School's effectiveness so that they have optimal wellbeing as well as the optimal impact on learning.
- Serve as the AISH representative member of the Task Force For Child Protection attending virtual and in person meetings.

Standard 2. Governance

The AISH CEO works, in partnership with the governing body, to develop a culture of responsibility and accountability for the accomplishment of the purpose and direction of AISH.

- Advising the board on trends and factors affecting the international school headship
- Leveraging Board members thought partnership, skill set and experience to support and further the organization
- Leading the board and community in strategic future thinking and crafting a periodic Vision for AISH (strategic plan) for Board review.
- Presents performance data to the Board that fosters reflective dialogue and drives decision making.
- Holds the AISH Board and any employees and contracted personnel accountable to AISH's purpose, bylaws, policies, procedures and employee expectations.
- Preempts, recognizes and manages conflict of interest situations that may arise.

Standard 3. Community Partnerships

The AISH CEO leverages their interpersonal & intercultural skills to work with diverse groups and individuals to support International School Heads.

- Understands and is able to articulate the diverse profiles of Heads of School; their journeys, experiences and needs
- Develops relationships that foster and connect with the next generation of Heads of International Schools
- Designs and implements strategies to ensure that AISH is a relevant and central voice in the network of international school heads and the wider support services that serve it.
- Develops and maintains strong, positive and influential AISH CEO relationships with international education and social agencies
- Builds connections with diverse International School Head communities
- Demonstrates respect and empathy; seeking the varied thought partnership of others.
- Communicates the achievement of AISHs programs regularly in line with the AISH Statements of Purpose to provide evidence of measurable success and improvement
- Celebrates and monitors the evolving work of the Head community and connects AISH stakeholders in a variety of ways
- Travels both domestically and internationally to represent the organization

Standard 4. Communication and Marketing

The AISH CEO is responsible for developing effective messaging and communication strategies, creating and overseeing the creation of promotional materials and working with a variety of forms of media.

- Leads the work of the Administrative Coordinator and delegates tasks that support the CEO in achieving communication and marketing goals
- Oversees the professional development of the Administrative Coordinator including

training in marketing, new and emerging technologies and other tasks that further AISH's work

- Manages growth marketing strategy to recruit and retain members
- Ensures consistency of messaging and branding across all websites and online platforms
- Writes and copy edits online communications and provides quality control checks, as needed
- Incorporates Heads of School voices in publications and programs capitalizing on the rich experience and peer-to-peer member network
- Designs and manages membership campaigns and processes, including strategies for the continued growth of the membership, both individual and supporting
- Supports planning and implementation of AISH digital communications strategy, including social media and email campaigns. This includes:
 - Management of AISH's social media accounts
 - Development and implementation of online advertising strategies
 - Overseeing email outreach campaigns for a variety of AISH initiatives and synthesizing AISH's work into e-newsletters
 - Development of regular analytics reports on AISH's online communications work across platforms, and recommending and implementing adaptations based on the findings
- Creates content for AISH websites and blogs. This includes:
 - Managing and updating existing AISH websites and blogs
 - Supporting the development and launch of new AISH websites and other digital communications tools
 - Designing online publications, tools, and other resources

Standard 5

Operational Development and Resource Planning

The AISH CEO ensures a stable fiscal organization that is strategically resourced to achieve the organizational purpose and direction of AISH.

- Lead organizational business planning, budgeting and forecasting in line with AISH's strategic direction and with the thought partnership of the Executive Committee of the Board.
- Designs and manages existing AISH professional development opportunities (summer seminars, OASIS days, New and Aspiring Heads Institutes, targeted training sessions)
- Develops and expands programs to further AISH's purpose and strategic direction
- Critically assessing organizational programs based on both qualitative and quantitative participant participation and experience data
- Critically assessing organizational programs based on financial performance data
- Analyzes AISH's technology related software, systems and platforms as they constantly evolve and ensures their relevance and functionality related to organizational need, communication and marketing

Standard 6.

Leadership for Learning

The AISH CEO is a dynamic, innovative and inspirational learning leader for Heads of School in a variety of contexts.

- Dynamically lead and facilitate workshops and seminars for Heads, Associate/Deputy Heads and aspiring Heads
- Models intercultural competency to gain insights about themselves and others and furthers this

in the Head Community.

- Coaches, mentors and supports AISH Heads of School in arising crisis situations.
- Coaches, mentors and supports AISH Heads through consultancy contracts.
- Leads school learning in a variety of contexts through consultancy contracts.

Essential Qualifications

- Experience as a Head of School, with a solid understanding of international education and the role of the Headship in international schools
- A Master's Degree, or higher, in Educational Leadership
- Ability to write eloquently
- Able to work successfully in a small organization at all levels
- Seamlessly integrates day to day operational and strategic work
- Financial and budgeting experience and demonstrated fiscal responsibility
- Excellent work ethic, time management skills, and organizational skills
- Ability to lead and manage multiple projects simultaneously
- Ability to work with planning and scheduling constraints to desired end-results within approved budget allocations
- Ability to produce and present workshops, publish articles, and advocate as necessary to strengthen AISH's image in international education.
- Willingness to work across multiple timeframes.

Procedures for Filing an Application

The AISH Board of Directors has appointed a search committee to be chaired by AISH Vice President Rachel Hovington. Final interviews will take place with AISH Board members in Washington, DC in February 2023.

The deadline for applications is December 15th 2022. Candidates are asked to send the requested materials as early as possible and the Search Committee reserves the right to close the selection process at any time if the right candidate is found. The review of files will begin as soon as applications are received. Finalists will be selected by the Search Committee and submitted to the Board as early in the process as possible. Candidates should send the information listed below as a single pdf file attached to an email. The subject line should read your 'last name' followed by 'AISH CEO'.

- A letter of application, explaining your strengths as a candidate and why you are interested in the AISH CEO position.
- A one page personal statement.
- A current resume not to exceed two pages.
- A one-page list of references with current addresses, phone numbers, and email addresses.

Applications should be sent to: Rachel Hovington, Search Committee Chair
rachelh@bfischool.org with a copy to office@academyish.org

Feel free to contact AISH Board President, Chrissie Sorenson, for further information at
c.sorenson@bis-school.com

Leadership Posting

Instructions

Candidates are asked to send the requested materials as early as possible, and the Search Committee reserves the right to close the selection process at any time if the right candidate is found.

Candidates should send the information listed below as a **single pdf file** attached to an email. The subject line should read your 'last name' followed by 'AISH CEO'.

- A letter of application, explaining your strengths as a candidate and why you are interested in the AISH CEO position.
- A one-page personal statement.
- A current resume not to exceed two pages.
- A one-page list of references with current addresses, phone numbers, and email addresses.

Applications should be sent to: Rachel Hovington, Search Committee Chair
rachelh@bfischool.org

With a copy to AISHCEOapps@gmail.com

Feel free to contact AISH Board President, Chrissie Sorenson, for further information at
c.sorenson@bis-school.com