Lander-Grinspoon Academy
Head of School

BACKGROUND

Founded in 1996, Lander-Grinspoon Academy (LGA) is a vibrant K-6 Jewish day school located in Northampton, MA. The school offers rigorous academics, second language learning and a social justice mission informed by Jewish cultural values and traditions.

The school is situated in the heart of the Pioneer Valley—the home of the Five Colleges (U Mass, Hampshire, Amherst, Mt. Holyoke and Smith)—and serves a progressive, diverse and educationally-oriented community. The area is rich in its arts and cultural offerings, vibrant downtowns and plenty of opportunities for enjoying the outdoors.

LGA is seeking a full-time Head of School to grow, expand and strengthen the organization and guide its evolution toward better meeting the changing needs of the community. Charged with ensuring continued operational and financial excellence, the Head of School will work closely with a talented professional staff and Board, whose commitment to LGA has been central to the school’s success to date. The Head of School will work to build and steward relationships with funders, donors and communal partners, and will lead LGA’s fundraising activities.

RESPONSIBILITIES

Education Leadership and Executive Management

- Provide inspirational educational and operational leadership to the staff, Board and the community.
- Supervise and provide support to the school Principal.
- Articulate and implement a shared vision of the unique mission of LGA and its potential impact in the Jewish community and the community at-large.
- Serve as the chief professional for the school community and leader responsible for supervision of the professional staff, administration, planning, program development and evaluation, community relations, fundraising, finance and marketing.

Fundraising

- In concert with the Board and Development Associate, lead campaign efforts including events, appeals, individual donor cultivation and solicitation and planned giving.
• Develop and manage a portfolio of major donors with the capacity to make leadership gifts in support of the operating budget.

• Provide strategic direction for special projects, including a campaign focused on the “21st century classroom.”

• Research foundation, corporate and community prospects, and other local and national funding opportunities to increase and diversify the school’s funding sources.

**Finance, Administration, Operations**

• Overall responsibility for fiscal management for the organization. In conjunction with the senior management team and lay leadership, regularly evaluate the management and status of the agency’s financial resources and procedures.

• Ensure that there is regular reporting to and collaboration with the Board Treasurer and its appropriate committees on financial issues.

• Direct the Board and staff processes for developing the agency’s annual budget.

• Work closely with the Business Manager and School Administrator to create and refine office systems that support day-to-day business operations.

**Community Relations**

• Actively represent LGA throughout the local Jewish community, the community at large, with private and public funders as well as national Jewish organizations.

• Work with local media and engage in social media to further promote LGA.

• Effectively manage complex decision-making in consultation with Board leadership and senior staff, and facilitate excellent communication with the Board, staff, members, community and media.

• Develop relationships with the Pioneer Valley, its socially progressive and vibrant community members.

• Serve as a voice in the community to encourage and foster relationships with prospective families and students.

**Board Relations**

• Provide professional direction to the Board Chair, the Board and its committees.

• Work with the Board President to set objectives for the Board and its committees; plan Board and Executive Committee meetings and agendas.

• Partner effectively with the Board and its committees to maximize their efforts.
QUALIFICATIONS

• A skilled communicator who is able to articulate an inspiring educational and organizational vision and effectively represent LGA to donors and various stakeholders throughout the community.

• Strong leadership skills including the ability to be pro-active and employ strategic and critical thinking skills.

• Years of practical experience and management skills in the nonprofit and/or education sector with a record of achievement in leadership, development and administration.

• Keen understanding of running a mission-based business.

• Open, flexible and inspiring leadership and management style conducive to fostering collaboration and a team approach.

• Excellent interpersonal, political and diplomatic skills. Partnering skills and the ability and desire to work with all the professional and volunteer leaders throughout the community.

• Willingness to invest the time required to steward relationships and be visible throughout the community.

• Commitment to enhancing Jewish life, learning and culture. Pluralistic view and comfort with all streams of Judaism.

COMPENSATION

An attractive and competitive compensation package, commensurate with level of experience is available.

FOR MORE INFORMATION, PLEASE CONTACT:

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This position description is based upon materials presented by the Lander-Grinspoon Academy.
The Lander-Grinspoon Academy is an equal opportunity employer.