



## ANNOUNCEMENT

# EXECUTIVE DIRECTOR

### **TITLE: EXECUTIVE DIRECTOR**

#### **THE ORGANIZATION:**

The Western Catholic Educational Association (WCEA) is a private educational accrediting agency established under the auspices of the Bishops of the Catholic (Arch) Dioceses of California. Its mission is to promote quality Catholic education for our students in our member elementary and secondary schools through an accrediting process that assures the primacy of faith formation and educational excellence. The major purpose of this agency is to coordinate the accreditation process by assisting schools in their self-evaluative programs, to establish general standards for excellence, to grant WCEA Accreditation, and to cooperate formally with other regional accrediting organizations as determined by the WCEA Corporation and the Board of Directors.

#### **THE POSITION:**

WCEA is looking for a dynamic, visionary Executive Director who oversees the WCEA Accreditation of some 980 plus Catholic elementary and secondary schools in ten western states and the US Territory of Guam and is capable of building on our current strengths and moving the organization to new levels of effectiveness within the agency. The Executive Director, in collaboration with the Bishop President and the elected Board of Directors, is responsible for developing the strategic vision and plan for the organization and for ensuring its financial integrity. The Executive Director has lead responsibility for successfully carrying out the plan and for recruiting and supervising staff. The Executive Director must be Roman Catholic.

#### **RESPONSIBILITIES:**

##### **Strategic Leadership**

The Executive Director has lead responsibility for developing strategic initiatives that advance the organization's mission, and for coordinating their implementation.

##### **Administrative Leadership:**

The Executive Director has lead responsibility for ensuring that the organization is administered in an effective and efficient manner and is at all times in compliance with all legal and administrative guidelines, codes and regulations; recruits and supervises lead staff; prepares the annual budget, monitors budget performance, and prepares the annual report to the Bishops of the Corporation and the Committee of Consultants.

##### **Policy Leadership:**

The Executive Director has lead responsibility for developing and proposing positions that the organization might wish to take, consistent with the organization's mission and overall strategic plan.

##### **Educational Leadership:**

The Executive Director provides education, training and leadership development to the elementary and secondary Commissioners to increase their effectiveness in preparing the Catholic schools for WCEA Accreditation.

##### **Communications and Media Leadership:**

The Executive Director speaks to the press and in public for a, and through written and online outlets, on behalf of the organization, and authorizes other staff to do so. The Executive Director works with the elected Board of Directors and staff to develop an integrated communications and media plan as part of the organization's overall strategic plan.

**Collaborative Leadership:**

The Executive Director will maintain ongoing communications with its partner organizations; will proactively look for ways to collaborate, cooperate, partner or otherwise work towards common ends; and will take steps to identify new potential partners.

**QUALIFICATIONS:**

The Executive Director must:

- Be passionately committed to:  
The mission and objectives of the organization and to its success in accomplishing these  
Maintaining an organizational culture that attracts, keeps, and motivates quality staff, elected Board of Directors' Members and Elementary and Secondary Commissioners  
Strengthening and expanding our network of collaborating colleagues and organizations
- Have proven strategic, policy, communications, and management skills
- Be flexible and open to the variances of (arch) dioceses and their approaches to Catholic school education
- Be ready and willing to travel
- A minimum of a MA/MS in Educational Administration or a related field (Ed.D/Ph.D. Preferred)
- Five (5) years in a Catholic school/(Arch) Diocesan School's Office/Catholic college/university Education Department in a top level administrative position (i.e. Superintendent, Associate Superintendent, Principal) (ten preferred)

**REPORTS TO:**

The Executive Director is appointed by the California Bishop President of the Corporation upon the recommendation of the elected Board of Directors, and is supervised by the Bishop and the Board of Directors

**COMPENSATION:**

Salary is competitive and negotiable, and is commensurate with experience

**APPLICATION PROCESS:**

June 1, 2015—December 1, 2015: Upon receipt of a Cover Letter and CV, the candidate will be sent an application form to be filled out and sent back no later December 1, 2015.

Send Cover Letter and CV to: Ms. Jody Dritschel  
WCEA  
101 S. Kraemer Blvd., Suite 115  
Placentia, California 92870

**INTERVIEW PROCESS:**

Interviews for selected candidates will take place between January 1, 2016 and February 25, 2016.

**QUESTIONS:** Contact Jody Dritschel at (714) 447-9834