Executive Director
California Independent Schools Business Officers Association
Flexible/Remote, CA
ABOUT CAL-ISBOA (CALIFORNIA INDEPENDENT SCHOOLS BUSINESS OFFICERS ASSOCIATION)

Cal-ISBOA is a 501(c)(6) corporation whose members are business leaders from approximately 280 Independent Schools throughout the state of California. The mission of the association is to foster a thriving community of school business and operations professionals by building lasting connections, advancing best practices, and enabling members to serve their schools to the fullest.

The work of Cal-ISBOA is focused on:

- Developing, delivering, and promoting robust business and operational standards that advance the business officer profession and support the operations of Independent Schools in California
- Providing professional guidance and solutions to business officers
- Cultivating support systems and collegiality among member schools, including a variety of networking and mentorship opportunities to its members

FOR MORE INFORMATION ABOUT CAL-ISBOA, PLEASE VISIT isboa.org
THE OPPORTUNITY

Having surpassed the decade mark since its formation as an association and key resource for Independent Schools’ business officers, Cal-ISBOA is seeking a strategic and innovative leader who can guide the organization to its next stage of growth as its new Executive Director (“ED”).

This is a unique opportunity to be at the helm of an organization regarded as a key resource for business officers, as the organization evolves to meet its key priorities. These priorities include expanding professional development programs, seeking to make Cal-ISBOA an organization in which all members feel a sense of belonging and agency, and continuing to offer opportunities for social engagement among members.

The ED is the Chief Executive Officer, working closely with the Cal-ISBOA Board of Directors and supervising the Membership Engagement Manager (the Association’s second full-time employee), providing strategic and operational leadership, and vision for the Association.

The ED manages the Association’s activities while providing both high-level and hands-on administrative support.

As Cal-ISBOA embarks on its forward-looking trajectory, the ED will have the opportunity to shape the strategy for growth and increase reach and impact in the field. This is an exciting opportunity for an entrepreneurial leader to build on Cal-ISBOA’s past successes and history, maintaining its core ethos while creating new opportunities for membership engagement, professional development, and solutions to the field.

Cal-ISBOA does not have a central office, and the ED will be expected to work from home or remotely within California, maintain in-person visibility at member schools, and periodically plan and host events throughout the State.
KEY RESPONSIBILITIES

Administration

• Establishes administrative and employment policies and procedures for all functions and the day-to-day operations of the Association
• Hires and retains competent, qualified staff, outsourcing functions when appropriate, to support the needs of the Association
• Ensures a culture of exceptional member service by modeling collaborative and efficient responses to members’ questions and feedback
• Administers office procedures and employee evaluations
• Maintains Association and employee files and records consistent with best practices and as required by law
• Ensures that all state, federal, and local corporate documents are filed as required
• Understands risk management needs and maintains appropriate insurance coverage for the Association

Membership

• Develops and implements membership recruitment and retention plans, consistently providing value and enhanced services throughout Association programs
• Promotes services to members and potential member schools
• Cultivates relationships with members to promote awareness of the benefits and support offered by the Association
• Facilitates connections and introductions among members, as well as between members and Association service providers
• Designs and implements membership surveys, analyzing responses and communicating findings

Program

• Oversees the design, marketing, promotion, delivery, and quality of services, including the annual statistical survey as Cal-ISBOA’s signature longitudinal database resource
• Oversees the planning and successful operation of the annual conference, periodic workshops, and all professional development programs and offerings
• Develops and implements new programs and services to support members, adds value, and builds non-dues revenue
• Develops and reviews existing sponsorship relationships and new sponsorship opportunities to provide needed financial support for ongoing and new programs

Communication

• Serves as the public face and foremost representative of Cal-ISBOA
• Deepens and refines all aspects of communications—from web presence to external relations with the goal of creating a stronger brand
• Oversees maintenance of the Association’s website content
• Promotes all aspects of member involvement. Effectively communicates with membership, keeping members informed of Association developments, including but not limited to, educational opportunities, social events, public relations, and legislative and compliance updates
• As an independent school advocate, maintains a thorough understanding of current issues impacting schools
Governance & Leadership

- Implements the Association’s strategic plan and monitors progress of initiatives to ensure completion
- Engages and communicates regularly with the Board of Directors to keep them apprised of progress towards established goals
- Plans the Board meeting agendas in collaboration with the Board President
- Attends regular and executive Board meetings as required
- Researches, proposes, and implements changes to policies, by-laws, and programs approved by the Board of Directors
- Builds and maintains effective relationships with Board committees and task forces

External Relations

- Develops and maintains relationships with corporate sponsors, preferred vendors, and Association stakeholders
- Collaborates with other associations and thought leaders supporting independent schools to keep current with best practices

Financial Oversight

- Expands revenue generating programs and activities to support program operations
- In conjunction with the Board Treasurer, maintains the Association’s fiscal strength, including submission to the Board of an annual budget and quarterly financial statements
- Works with the Treasurer and the Finance Committee to provide fiscal planning to operate within the approved budget, ensure maximum resource utilization and maintain a positive financial position
- Maintains compliance with all applicable laws and regulations and financial best practices including implementing and maintaining financial controls
CANDIDATE PROFILE

The ED of Cal-ISBOA will demonstrate the following attributes and competencies:

Passion for the Mission

The ED will be passionate about the impact of independent schools, and the role of the business officer with basic knowledge of finance, facilities, and employment law/HR (or a desire to learn those basics). This individual will possess an understanding of the different facets of independent schools and the ability to learn and navigate the landscape of independent schools. The ED will honor the history and accomplishments of Cal-ISBOA, while finding opportunities to expand its impact. The ED will be a person of unquestioned integrity with a deep commitment to diversity, equity and inclusion.

Strategic and Entrepreneurial Leadership

The ED will be an entrepreneurial and strategic leader, with the ability to see the big picture and also roll up their sleeves and be hands-on as needed. Building on Cal-ISBOA’s 10-year history of fostering a thriving community of school business and operations leaders, the ED will bring a vision and creativity to identify unique opportunities and bring new and innovative programs to fruition, while building and diversifying the revenue stream. This forward-thinking leader will scan the horizon and plan for future developments in the field in order to successfully lead the organization to its next chapter and maintain Cal-ISBOA’s position as a leader and trusted partner in the Independent School sector.

The ED will continually work to identify new tools and resources to help member organizations, strengthen their operations, and remain equipped to address current challenges in the work environment. Approachable and collegial, the ED will bring a fresh perspective and new ideas coupled with the ability to execute on Cal-ISBOA’s current strategic plan.

Customer Service Orientation and Business Acumen

Engaging and member-centric, this leader will have a genuine desire to meet with members, listen to their feedback, and establish a visible presence. This individual will be highly responsive to the needs of the members and will continue to advance a culture of customer service and collaboration. The ED will excel at prioritizing and matching Cal-ISBOA’s capacity to its resources and will ensure that there is the necessary infrastructure and support to meet Cal-ISBOA’s long-term organizational needs. This leader will be flexible, self-motivated, and will continue to support schools through data collection/survey facilitation, research, training and education, and opportunities to connect and communicate. This ED will have a record of successful management of finance or operations of a non-profit organization of comparable size and scope. They will have the business savvy needed to oversee Cal-ISBOA’s business lines and solidify the organizational financial model, along with knowledge of best-in-class non-profit management practices.
This individual will ensure fiduciary responsibility, sound financial management practices, accountability, and will have the perspective to consider the impact of decisions, strategic plans, initiatives, and programs on the organization; and make sound recommendations accordingly.

**Excellent Communicator, Connector, and Relationship Builder**

The ED will be a natural relationship builder with the ability to make connections with potential sponsors and partners. This individual will be a highly effective spokesperson with the ability to articulate clearly and concisely on relevant topics. Possessing an inspiring and inviting public presence, this adept spokesperson will ensure that Cal-ISBOA remains a highly valued, credible, and visible organization. This leader will be comfortable working with members, partners, independent schools, and the media, and will possess the ability to move seamlessly between differing spaces and audiences. Warm and personable, the ED will value clear, consistent, and transparent communication and will build trust with staff, members, and partners. This individual will possess excellent networking abilities and act as a constituent builder and connector to advance the mission and impact of Cal-ISBOA. In addition, the successful candidate will have the ability to develop a positive and trusting partnership with the Board of Directors and all external constituents.

**Revenue Generation Skills**

As the lead revenue driver for Cal-ISBOA, the ED will be entrepreneurial and creative in developing the strategy to increase and diversify the organization’s revenue. The ED will carefully and strategically evaluate the success and impact of generating additional revenue streams. This skilled marketer will effectively communicate Cal-ISBOA’s value proposition for members, strengthen Cal-ISBOA’s brand within California and around the country, and identify opportunities for increasing membership and potential for new programs.
COMPENSATION & BENEFITS

The annual base salary for this role will range from $175,000 to $200,000 and will be commensurate with the successful candidate’s skills, qualifications, and experience.

CONTACT

Koya Partners, the executive search firm that specializes in mission-driven search, has been exclusively retained for this engagement. Michelle Bonoan and Medelene Beasley are leading the search on behalf of Koya Partners. To express interest in this role, please submit your materials here or email Michelle and Medelene directly at mbonoan@koyapartners.com and mbeasley@koyapartners.com. All inquiries and discussions will be considered strictly confidential.

Koya Partners is committed to providing reasonable accommodation to individuals living with disabilities. If you are a qualified individual living with a disability and need assistance expressing interest online, please email NonprofitSearchOps@divsearch.com. If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.

Cal-ISBOA is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants.

ABOUT KOYA PARTNERS

Koya Partners, a part of Diversified Search Group, is a leading executive search and strategic advising firm dedicated to connecting exceptionally talented people with mission-driven clients. Our founding philosophy — The Right Person in the Right Place Can Change the World — guides our work as we partner with nonprofits & NGOs, institutions of higher education, responsible businesses, and social enterprises in local communities and around the world.

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