

EXECUTIVE POSITION POSTING

EXECUTIVE DIRECTOR

Philadelphia Area Independent Schools Business Officers Association (PAISBOA)

The Organization

PAISBOA is a non-profit, regional organization of independent schools and colleges that serves business office professionals. PAISBOA supports the business needs and interests of over 140 independent schools in the tri-state area of Pennsylvania, New Jersey and Delaware. This 30+-year old association harnesses the collective knowledge and buying power of member business officers who work, learn, and purchase together for the mutual benefit of their schools. PAISBOA enhances the professional development of business officers through building and sharing personal skills and by providing the expertise needed to manage the resources of non-profit educational entities.

Executive Director's Responsibilities

This challenging new position will be the chief administrative officer of the organization and will report directly to the PAISBOA Board of Directors. The Executive Director will be responsible for implementing Board plans and policies, to advance and strengthen the services and image of the organization, and to increase and diversify its membership. The duties of the position include developing strategic alliances with related educational and commercial organizations and serving as a principal spokesperson for the Association. The Executive Director will also support and expand the Association's professional development initiatives for business officers, will plan and facilitate member meetings, seminars and conferences, and will coordinate the services of the several consortia that provide group purchasing and advisory services to member schools. Candidates must have a strong background in private education, the capability to define and articulate a guiding vision, a well-developed understanding of schools' business functions and regulatory responsibilities, and proven success leading under challenging circumstances.

Compensation will include a competitive salary commensurate with experience and a complete benefits package. To apply send resume, references, and letter of interest to search@paisboa.org . For further information regarding PAISBOA please feel free to go to our website- paisboa.org.

ANNOUNCEMENT
AND COMMITTEE
AS of 10/7

EXECUTIVE POSITION POSTING

EXECUTIVE DIRECTOR

Philadelphia Area Independent Schools Business Officers Association (PAISBOA)

The Organization

PAISBOA is a regional organization made up of the business officers of independent schools and colleges. It supports the business needs and interests of 142 of these institutions in the tri-state area of Pennsylvania, New Jersey and Delaware. This 38 year old association harnesses the collective knowledge and buying power of member business officers, as they work and learn collectively for the mutual benefit of each school. PAISBOA strives to enhance the professional development of its members by helping them build and share their personal skills and by providing the expertise needed to manage the resources of relatively small, educational non-profits entities.

Executive Director's Responsibilities

This challenging new position will be the chief administrative officer of the organization reporting to the PAISBOA Board of Directors. The Director will be responsible for implementing Board plans and policies that advance and strengthen the services and image of the organization while continuously seeking to increase and diversify its membership. The duties of the position include developing strategic alliances with related educational and commercial organizations and serving as the spokesperson of the Association. The Director will also support and expand the Association's professional development initiatives for business officers; plan and facilitate member meetings, seminars and conferences; and coordinate the services of the several consortia that provide group purchasing and advisory services to member schools. Candidates must have a strong background in private education; the capability to define and articulate a guiding vision; a well-developed understanding of schools' business functions and regulatory responsibilities, and proven success as a leader in challenging circumstances.

Compensation includes salary in the range of \$120,000 to \$140,000 commensurate with experience and a complete benefits package. To apply, please send a letter of introduction and resume to search@paisboa.org. For further information regarding PAISBOA please feel free to go to our website- paisboa.org.

PAISBOA Search Committee

Marty Cormican, Swarthmore College, Chairman

Bob Mueller, Delaware Valley Friends School

Teri Buda, Greene Street Friends School

Frank Aloise, Springside School

Bob Connolly, Westtown School

Hal Davidow, William Penn Charter School

Don Silversen, The Hill School