



## WHO WE ARE

**Christel House** is a global network educating more than 6,000 students in Jamaica, South Africa, India, Mexico, and the US (Indianapolis). Christel House prepares students from under-resourced communities to achieve upward economic mobility, become good citizens, and identify and realize their goals, dreams, and human potential. To achieve this goal, the Christel House model is holistic and integrated, consisting of four pillars: academics, character development, health & social services, and college & careers. In addition, the model provides intentional programming to support and partner with our students' parents and caregivers, recognizing the critical role they play in our students' lives. Students begin their Christel House journey as early as pre-Kindergarten (in some locations) and continue through high school. Following their graduation from high school, Christel House alumni are actively supported in our College & Careers program for five years as they choose the college or career path that best empowers them to achieve their individual goals and aspirations.

## WHAT WE BELIEVE

We are unwavering in the belief that our students' potential is not limited by their experience with poverty. By providing them with the right interventions, connecting them to empowering opportunities, and intentionally developing their sense of agency and self-efficacy, we equip them with the skills and knowledge to pursue and achieve their goals and aspirations. At Christel House, we prepare our students to take a seat at the table of life.

## WHAT YOU WILL DO

Christel House Jamaica seeks an experienced organizational leader to serve as the CEO for our school located in Kingston. The CEO serves as the organization's chief ambassador and models and promotes a high bar of excellence for the organization with all stakeholder groups. The CEO successfully implements the Christel House model and leads the programmatic and non-programmatic aspects of the organization including, but not limited to external relations, fundraising, Board management, organizational culture, human capital, strategy, compliance, finance and operations. The CEO leads the Christel House Jamaica executive team and works closely with Board of Directors and the Christel House International team.

## RESPONSIBILITIES

Responsibilities include, but are not limited to:

### Cultural Leader

- Ensure organization-wide alignment around the Christel House vision, mission and core values.
- Demonstrate capacity to push forward, especially during times of ambiguity and or challenge.
- Incentivize and influence others to design and deliver effective solutions.
- Regularly communicate with all staff to inspire, reinforce priorities, transparently share results, celebrate success, and to identify and respond to areas for improvement.

### Strategic Planning and Goal-setting

- Set annual and long-term programmatic objectives and goals aligned to quantifiable indicators of success.
- Set annual and long-term growth, operational, and financial objectives and goals and manage them while adapting to internal and external changes.
- Implement systems to monitor progress towards goals; actively use the data to drive cycles of continuous improvement.

### Programmatic Leadership

- Lead on the implementation of the Christel House model, ensuring that the services are effectively managed, and are of high quality.
- Drive programmatic improvement utilizing an advanced understanding of alumni outcomes, external best practices, and collaboration with key stakeholder groups.
- Promote the innovation, testing, piloting, and scaling of new solutions that drive student success.

### Human Capital

- Oversee the talent acquisition, development, and retention of high-performing diverse people at all levels of the organization.
- Promote and model cultural competence and inclusiveness.
- Implement effective talent management strategies throughout the organization with a special emphasis on the development of a strong leadership pipeline.
- Build a strong, cohesive culture of openness, transparency, fairness, and respect for all employees.

### Operations, Finance, and Accountability

- Ensure compliance with the Christel House International License Agreement, related Policies, and Unifying Principles.
- Ensure operations and facilities are safe and support the program.



- Oversee the development and management of annual organizational budgets ensuring a viable long-term financial plan, manage resources strategically, and adhere to audit expectations.
- Monitor student recruitment and enrollment.

### **Governance**

- Engage Board members collaboratively and productively.
- In collaboration with CHI, recruit and onboard new Board members who bring a diverse set of skills and experiences relevant to advance our shared mission.
- Promote and foster ethical governance practices with the highest standard of integrity.

### **External Relations, Marketing, and Development**

- Set marketing, public relations, donor acquisition & retention, and fundraising goals; design and implement strategies in service of those goals.
- Maintain excellent relationships with key influencers and stakeholder groups at the local, national, and global levels.
- Develop new partnerships with relevant stakeholder groups.
- Maintain an enthusiastic interest in and understanding of current legislation and best practices in education, medical care, social work, and other needs of Christel House students and families.
- Serve as Christel House Jamaica's primary spokesperson to the media and in the community; pursue branding, media, and advocacy opportunities that significantly further the mission.
- Promote Christel House Jamaica's brand through presentations, publications, and social media presence consistent with the mission.

### **SKILLS AND QUALIFICATIONS**

- Unwavering belief in the ability of every child to achieve at the highest levels and to be prepared to succeed in their college and career aspirations.
- Demonstrated track record of results/success in previous leadership roles.
- Focused strategist, relentlessly focused on the achievement of ambitious goals, can recognize and prioritize the highest needs.
- Flexible in his/her approach to problem-solving and understands the need to take calculated risks for the good of the organization.
- Influential communicator and team builder; an active listener who can inspire others around a shared vision and motivate team members to work together to execute organizational goals.
- Self-aware, constant learner; a reflective practitioner who is aware of his/her strengths and weaknesses, open to feedback and seeks help to improve.
- Effective leader who can set clear expectations, hold others accountable for progress, and who can create systems and processes that enable work to be accomplished effectively across the organization.
- Adept public speaker; comfortable leading and speaking to diverse constituencies.
- Practiced and committed to leading a mission-driven organization with an equity lens.
- Able to connect with individuals and groups from a diverse set of backgrounds and cultures.
- Entrepreneurship skills, comfortable with and adept at managing through change and ambiguity.

### **EXPERIENCE.**

- At least 15 years of professional experience, with a minimum of 10 years of senior leadership experience supervising a central office/district team.
- Proven results in fundraising, building networks, and fostering partnerships that drive organizational growth and sustainability.
- A successful track record in setting priorities, shaping processes, guiding investment in people and systems, and developing an infrastructure that creates a stronger and more efficient organization.
- Experience working in communities that have historically been underserved and under-resourced preferred.
- Leadership in a school-based or other educational setting is preferred.
- Ability to institutionalize systems and processes that enable organizations to operate efficiently and effectively.
- Demonstrated strong operational and financial stewardship.
- An advanced degree is preferred, but not required.
- Entrepreneurship experience preferred.

Christel House Jamaica is an equal-opportunity employer. It is important to us that all staff members have a place of employment that is free of discrimination of all kinds and where staff can bring their authentic selves to work. We do not discriminate against any employee or applicant for employment based on race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, veteran, or military status.