

**Applications for the Director of Business position will be accepted through August 21, 2015.**

## **Position Description**

### **Qualifications:**

- Born-again Christian
- In agreement with the DMCS Statement of Faith
- Active member/regular attendee of an evangelical church
- Minimum of a BS/BA in Human Resources, Business Administration or a related field
- At least 8 years of management experience
- General working knowledge and experiences in the areas of Human Resources, Accounting and Finance, Marketing and Fundraising
- Successful record of leadership at a senior level, including the supervision of professional staff
- Demonstrated involvement in the community
- Strategic thinker with the ability to set vision and develop strategic plans. Must be able to develop tactical plans and build consensus to execute strategy.
- Ability to clearly and effectively communicate and move people to commit to the mission, vision, and key goals of DMCS in a variety of venues.

### **Position:**

- Full-time
- At-Will
- Salaried Employee

**Reports To:** Director of Education

**Direct Reports:** HR Manager, Accounting Manager, IT Manager, Facilities Manager, Manager of Communications/Recruitment

### **Personal Profile for all DMCS Employees:**

- I. Committed to growth in the development of a Biblical Worldview
  - Displays a spiritually mature Christian role model in attitude, speech, and actions
  - Meets everyday stress with emotional stability and optimism
  - Displays a friendly, approachable, courteous, flexible, and self-controlled attitude
- II. Committed to Christ-centered education and the mission of DMCS
  - Understands the importance of this position in fulfilling the mission and vision of the school
  - Submits and is loyal to constituted authority with a teachable spirit
  - Refrains from gossip with or about other employees or constituents of the school
  - Represents the school in a favorable, professional manner to its constituency and the public
  - Loves children and serves with joy and energy
  - Committed to hard work and desires to meet or exceed expectations
  - Demonstrates the capacity to initiate and support change that improves the excellence of the organization

**Professional Profile:**

- Demonstrates ability to enhance academic performance and support for DMCS goals
- Engages in professional growth
- Fulfills professional responsibility established by the school district
- Demonstrates consistent spiritual leadership in the classroom and school through biblically directed, Christ-centered behavior

**Responsibilities:**

- Responsible for managing all business related aspects of DMCS.
- Work with the Director of Education to prepare and manage budgets.
- Provide fiduciary leadership and broad direction to all responsible functions of the business areas of DMCS.
- Provide Human Resources leadership and broad direction for all staff of DMCS.
- Supervise and provide leadership to direct reports noted above on vision setting, planning, goal setting and performance measurement.
- Model a life that loves and honors God.
- Articulate the DMCS vision.
- Be an advocate for DMCS within the community.
- Establish a culture of excellence.
- Review and approve one, three and five year financial plan and submit to the Board for approval.
- Develop organizational structures that reflect the strategic direction of DMCS.
- Establish resource plans that support the needs of DMCS.
- Develop a data driven environment that ensures a continuous improvement in all critical processes.
- Maintain an awareness of trends in the private and public schools and insure leadership in all areas.

**Evaluation:** Annually by the Director of Education