



Executive Director Job Opening

Woodstock Day School (WDS) is seeking an experienced and collaborative organizational leader to become its next Executive Director to start with the 2024-25 school year on July 1, 2024. This is an exciting and unique opportunity for an organizational leader to join an experienced school staff to continue a legacy of educational excellence while promoting the school's mission: *To build knowledge, compassion, and confidence in every student.* This is a full-time, in-person role based at our campus in Saugerties, New York. [For more information about the school and position, please review the opportunity statement linked here.](#)

About Woodstock Day School

Woodstock Day School is an established and thriving independent school and community of 200 students in nursery through twelfth grade. We are located in New York's beautiful Hudson Valley on a 40-acre campus and are currently celebrating our 50th anniversary. Our academic program is rooted in inquiry and problem-solving and incorporates student interests as well as global and local events. We have recently developed strategic and campus plans to provide the vision and structure to guide our continued growth and success.

Position Responsibilities

The Executive Director has the following responsibilities:

- **Leadership** - engage with, lead, and guide the WDS faculty and staff; shape the organizational chart; make hiring decisions for senior leadership team members; supervise senior leadership staff
- **Education** - serve as a champion of progressive, child-centered education; help nurture the student population from ages two to eighteen
- **Engagement** - serve as a visible and active participant in the WDS community from

participating in school-wide events such as Harvest Fest and Leith of Life Day, to greeting students and parents in the morning

- **Vision** - continue to articulate and execute on a consistent vision for the future of WDS and its community
- **Growth** - identify and secure the resources necessary to enhance and grow the student body, the physical campus, and the community
- **Stewardship** - develop and manage the school budget; allocate resources effectively across the organization
- **Governance** - collaborate with the WDS Board of Trustees to ensure proper governance and identify and manage both opportunities and risks to the continued success of the school

Desired Qualities

This role might be a good fit if you:

- Have a passion for progressive education and a love of learning
- Wake up each day excited to help shape the future of children and chart the course of a caring, community-focused school
- Enjoy interacting with an engaged community of students, faculty, staff, parents, alumni, and community partners
- Enjoy articulating a clear and compelling vision and mobilizing the community in support of that vision
- Are an experienced, collaborative, and visible organizational leader
- Have strong interpersonal skills
- Have experience and comfort with executive-level fundraising

Desired Experience & Skills

- Bachelor's degree required; Master's degree or Ph.D. in a relevant field preferred
- Strong administrative, supervisory, and business management experience
- Strong business and financial judgment and the ability to partner with staff and governance leaders in establishing creative solutions to financial challenges and opportunities
- Strong listening, communication, community-building, and problem-solving skills
- Enjoys engaging with children
- Demonstrated success managing complex projects from start to finish
- Commitment to diversity, equity, and inclusion
- Experience working in small organizations

- Prior experience in an educational setting (ideally an independent school) is strongly preferred

Compensation

Woodstock Day School offers salary and benefits commensurate with experience and qualifications. The salary range for the Executive Director is \$120,000 to \$130,000.

To Apply

Please submit a cover letter, resumé, and a brief Leadership Philosophy statement to our search consultant, Brooke Carroll at brooke@aciesstrategies.com by October 1, 2023.

Woodstock Day School is an equal-opportunity employer and does not discriminate on the basis of race, color, religion, age, gender, sexual orientation, physical disability or national origin in admissions, employment, or educational policies.