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**Job Title:** Executive Director  
**Location:** Fishersville, VA  
**Reports To:** Board of Directors  
**Type:** Full-Time

**Overview:**

The Executive Director serves as the chief administrative and spiritual leader of Augusta Christian Academy, a small Christian school dedicated to providing Christ-centered education. This role oversees daily operations, ensures alignment with the school's mission and Christian values, and fosters a nurturing environment for students, staff, and families.

**Key Responsibilities:**

**1. Leadership & Vision:**

- Implement the school's mission, vision, and Christian values in all activities.
- Collaborate with the Board to develop and execute strategic plans.
- Provide spiritual leadership, modeling a Christ-like example for the school community.

**2. Administration & Operations:**

- Oversee budgeting, financial management, and fundraising efforts.
- Manage hiring, training, and evaluation of faculty and staff.
- Ensure compliance with state regulations, accreditation standards, and school policies.

**3. Financial Responsibility:**

- Oversee budgeting, financial planning, and expense management to ensure fiscal health.
- Monitor cash flow, prepare financial reports, and present them to the Board.
- Lead fundraising efforts, including grants, donations, and capital campaigns.

**4. Academic Oversight:**

- Support curriculum development to align with Christian principles and academic excellence.
- Monitor student progress and promote a culture of holistic growth (spiritual, academic, emotional).

## **5. Community Engagement:**

- Build relationships with parents, donors, churches, and the broader community.
- Promote the school through marketing, enrollment initiatives, and events.
- Address concerns with compassion and biblical wisdom.

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## **6. Fundraising & Development:**

- Lead efforts to secure financial support through grants, donations, and campaigns.
- Cultivate donor relationships to ensure long-term sustainability.

### **Qualifications:**

- Strong personal commitment to Christian faith and values.
- Bachelor's degree (master's preferred) in education, administration, or related field.
- 10+ years of leadership experience, preferably in education or nonprofit settings.
- Proven skills in financial management, team leadership, and community building.
- Excellent communication and interpersonal skills.
- Passion for Christian education and student development.

### **Preferred Skills:**

- Experience in fundraising or development.
- Familiarity with Christian school accreditation processes.
- Ability to navigate challenges with grace and discernment.

### **Compensation:**

Competitive salary commensurate with experience, plus benefits (details provided upon inquiry).

### **To Apply:**

Submit an application (<https://crossroads4me.breezechms.com/form/faaca7>), resume, cover letter, and statement of faith to [pastorspiveycbc@gmail.com](mailto:pastorspiveycbc@gmail.com) and [pastorallen.sbc@gmail.com](mailto:pastorallen.sbc@gmail.com)  
Applications are accepted until the position is filled.