

EXECUTIVE DIRECTOR - BARNABAS PREP

We are seeking an Executive Director to lead our sister ministry, Barnabas Prep, in Branson, Missouri.

Barnabas Prep is a two-year faith-based collegiate program designed specifically for young adults with special needs. It is an independent living-learning experience that helps students recognize their strengths and potential, and challenges them to grow into their best selves.

The Barnabas Prep Executive Director will be primarily responsible for leading and directing the Barnabas Prep student and fellow program by ensuring excellent curricular and instructional leadership, maintaining overall operations and policies, maintaining a Christian environment, coordinating site activities, and communicating information to staff, students, parents and community members.

Description of Duties and Responsibilities:

- Provide leadership and administration which will motivate instructional and support personnel to strive for superior performance
- Demonstrate an advanced understanding/strategies for students with autism, developmental delay, specific learning disabilities, and behavior disorders
- Ensure a safe and nurturing environment for students and staff
- Oversee the recruitment and hiring of a highly-qualified staff
- Strategically align people, time and money
- Ensure a culture of continuous improvement, support, and accountability
- Lead the vision, mission, and strategic goals
- Delegate responsibility for various administrative functions to other personnel for the purpose of managing the school effectively and utilizing the talents of other staff members
- Facilitate communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts
- Foster an environment that encourages staff to be innovative with instructional strategies and collaborative with other staff for the purpose of meeting the needs of all students
- Manage administrative functions (e.g. schedule, facility maintenance, budgeting, staffing/hiring, discipline, bed and breakfast, trip) for the purpose of maintaining safe and efficient school operations and following policies and procedures
- Participate as a member of the leadership team for the purpose of providing and receiving information and making decisions
- Represent Barnabas Prep in the community
- Maintain community partnerships to establish work and volunteer opportunities
- Oversee and manage website content and social media
- Model of Christian values, spiritual growth and discipleship
- Develop and update marketing materials as needed with the assistance of Marketing Team

Barnabas Prep

- Coordinate with Development Director on fundraising events/campaigns

Requirements:

- Must embrace the mission of Barnabas Foundation
- Ability to work with students who have a wide range of learning, mental, emotional, and physical disabilities
- Basic understanding of finance and budgeting
- Demonstrate strong communication skills with attention to detail (written and public speaking)
- Professionalism with an acute attention to detail
- Ability to organize and prioritize work
- Work independently with little supervision
- Excellent interpersonal skills
- Strong organizational problem solving and analytical skills
- At least five years of experience
- Bachelor's Degree

This job reports to the CEO.

Barnabas Foundation Statement of Faith

We believe the scriptures of both the Old and New Testament to be the inspired Word of God and are the supreme and final authority on faith and life. We believe God exists in three persons: Father, Son, and Holy Spirit. We believe man was created in the image of God. Man sinned against God, and the wages of sin is death, resulting in both physical and spiritual separation from God. All human beings are born with a sinful nature and are in need of a Savior. We believe in the resurrection of Jesus Christ into heaven where He serves as our Great High Priest. We believe in the bodily resurrection of the just and the unjust and the everlasting life of the saved and the eternal punishment of the lost.

To learn more about our sister ministry, Barnabas Prep, visit www.barnabasprep.org.

APPLICANTS: To apply, please send a resume and cover letter to cristin@campbarnabas.org

