



Executive Director, Greystone Preparatory School
Clarksville, Arkansas
\$75,000 (negotiable)
Full Time Position, 40 hours+

Job Description

Title: Executive Director
Supervised by: Board of Directors

About Greystone

The Greystone preparatory school serves to prepare candidates for nomination, acceptance, and success as a graduate one of the five US Federal Service Academies. Greystone focuses on the principles of leadership, academics, physical fitness, and ethical conduct to assist students in reaching their goal of attendance and commissioning as a United States military officer from a service academy.

Summary

The Executive Director is the senior executive responsible for strategic and daily operations of the Greystone Preparatory School located on the campus of University of the Ozarks, in Clarksville, Arkansas. The Executive Director (ED) reports directly to the Greystone Board of Directors (BOD) and works closely with the University of Ozarks Vice President for Student Success and Vice President for Enrollment to accomplish the Greystone mission. The ED supervises a full-time Greystone Administrative Director (AD) and part-time administrative assistant to ensure effective operations and well being of the students.

Job Requirements

Leadership

Create an environment within Greystone that is conducive to high levels of performance and achievement for students seeking to improve their abilities as scholars, athletes, and leaders.

Establish effective working relationships with all five US Federal Service Academies to assist students in the application and nomination process.

Develop and foster the Greystone Honor Code and Standards of Conduct program.

Student Programs – Organization and Oversight

Responsible for the organization and oversight of the Class Leadership and the Synergistic Plot which includes the short- and long-range training plans and events calendar.

Consult with the Ozark VP for Student Success to ensure appropriate Ozarks course availability, feasibility of academic schedules, course registration for the upcoming academic year and monitoring of Greystone student progress.

Oversee the creation of additional courses, as necessary to enhance Greystone students' success such as time management, SAT and ACT preparation, study halls, and leadership training. This may include serving as an instructor.

Assist Greystone students in preparation for Congressional nominations and medical fitness screening.

Coordinate through Greystone Athletic Coordinator and the Ozarks Athletic Director to develop a Physical Conditioning program that improves strength, stamina, and endurance and ultimately increases the Candidate Fitness Assessment (CFA) scores.

Oversee and participate in the Greystone Team Building program to develop comradery, stimulate teamwork, leadership, and fun in an off-campus environment.

Work closely with Arkansas Tech University to provide Army ROTC (Military Science Course) for Greystone students.

Fiscal Management and Fundraising

Works with Greystone BOD Treasurer and Administrative Assistant to maintain all financial records in accordance with federal and state laws as a 501(c) Not-for-profit organization.

Develops an annual budget for Board approval.

Provide quarterly Budget reconciliation to Board.

Develop and implement a comprehensive fundraising plan to ensure long-term solvency of Greystone.

Ensure all Greystone equipment is fully operational and maintained. Work with the University of Ozarks to ensure functionality and maintenance of dorm and facilities.

Strategic Planning & Recruitment

Develop regional recruitment strategies in partnership with Academy liaisons, Academy alumni associations, and US Congressional staff members.

Develop a partnership with military focused organizations such as the Arkansas and surrounding states National Guard, Junior and University ROTC to expand knowledge about Greystone mission.

Coordinate with the University of Ozarks Vice President for Enrollment in recruitment, provide options to enhance recruitment opportunities, evaluate candidate academic potential and propose enrollment options as part of the recruitment and admissions process.

Gain the trust, confidence, and endorsement of the US Federal Service Academies such that Greystone is listed as a civil prep program eligible for scholarships.

Communications:

Proactively inform Greystone Board of Directors and Committees on all pertain student activities.

Keep the Greystone Board of Directors Student Affairs Committee appraised of all ongoing actions and work closely with the Ozarks Dean of Students on all infractions of the Ozarks Student Handbook involving Greystone students.

Direct the update of student and perspective student information on the Greystone Website and other social media platforms.

Skills and Experience - Required:

Bachelor's degree or higher.

Former US Military officer or senior NCO with understanding of commissioning process.

Ability to work non-standard and flexible schedule to include evenings and weekend availability.

Budget experience; planning & execution of \$200K or higher

Ability to build professional relationships with University Faculty and Staff, Greystone Board of Directors and Advisory Board, city leadership and community organizations, Congressional and Senatorial Staffs and all academy admissions, foundations, and alumni associations.

Self-starter with the ability to recognize problems and initiate resolution.

Passion for assisting young men and women in obtaining their goal to be a commissioned officer in the United States Military.

The ideal candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation.

Working knowledge of computer systems; hardware and software necessary to manage program.

Skills and Experience - Preferred:

Training/Administrator experience at U.S. military service academy; military preparatory school; ROTC; U.S. military training institute/school; institution of higher learning

U.S. military service academy graduate

Previous Board of Directors experience (non-profit entity, board member or staff)

Funding raising experience.

Knowledge of, or association with U.S. military service academy alumni association

Knowledge of or experience with U.S. military service academy recruiting

Compensation

Salary and overall compensation will be commensurate with the experience and background of the successful candidate. Salary range starts at 75,000 for minimum of 40 hours per week. Willing to self-relocate to Clarksville, AR area.

The position will include a small amount of travel and benefits negotiable.

To Apply

Review of candidate materials will begin immediately. Interested candidates should submit electronically in one email and as separate documents (preferably PDFs) the following materials:

A cover letter expressing their interest in this particular position;

A current resumé;

A list of five professional references with name, phone number, and email address of each (references will not be contacted without the candidate's permission).

Applications will be received until selection is complete, but desired selection date is no later than March 31st, 2023, with a start date of June 1st, 2023.

Send to GreystonePrepED@gmail.com