



ATLIS

Association of Technology Leaders in Independent Schools >>

EXECUTIVE DIRECTOR

SEARCH SUMMARY

Application Deadline | January 14, 2019, 5:00 pm PST

Final Round In-Person Interviews | February 9 – 10, 2019

Start Date | July 1, 2019 or earlier by mutual agreement

Reports To | Board of Directors

Travel | Ability to travel extensively

Location | Remote



12M
RECRUITING

OVERVIEW

Founded in 2014, AT LIS is the first international professional association uniquely focused on independent school technology, offering targeted professional development, resources, and networking for technology leaders and their staff. AT LIS's mission is to help technology leaders stay informed in an ever-changing and complex industry, connect with colleagues across the globe, and reflect on their professional practice. Over the last four years, AT LIS has established itself as a 501c3 organization, built a strong governing Board of Directors, and expanded to a staff of three. With robust membership growth, a celebrated annual conference, and an ever-expanding slate of professional development opportunities, AT LIS is well-positioned to extend its impact and influence in the independent school community.

From this position of strength, AT LIS is excited to announce its search for a new Executive Director. As AT LIS embarks on an exciting period of growth, the AT LIS board seeks a dynamic leader who will build on the momentum of the past four years, chart new strategic priorities, and elevate the organization to international prominence. This visionary leader will report to the AT LIS Board of Directors and start no later than July 1, 2019.

MISSION STATEMENT

Technology leaders make the best decisions when they are reflective, informed, and connected. AT LIS empowers its members to develop strategies, build relationships, and share best practices in technology and innovation for independent schools.

AT LIS supports its members by providing an ecosystem of key professional learning opportunities, a scholarly journal, online peer communities, regional networking events, and a wildly successful annual conference. The Early Career and Aspiring Technology Director's Institute (ECATD) connects emerging leaders with a seasoned and professional cadre of mentors, cultivating a pipeline of exceptionally prepared future leaders for independent schools.

AT LIS membership provides technology leaders and their teams with the tools necessary to be astute decision makers. Member-exclusive benefits include online peer networking via AT LIS's Slack community; guidelines and frameworks for industry best practices; as well as timely white papers, templates, and other resources.

Strategic partnerships with NAIS's Data and Analysis for School Leadership (DASL) and AT LIS's Technology Impact and Efficacy (TIE) assessment provide access to relevant data analytics that support strategic decision making.

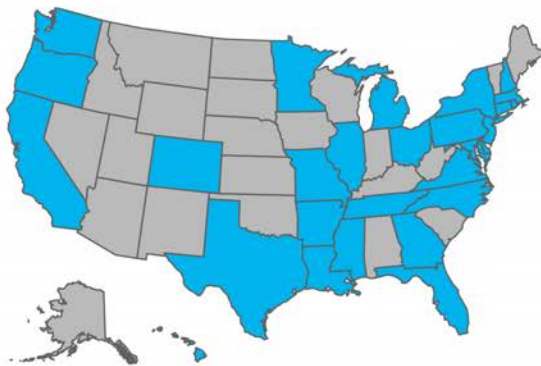
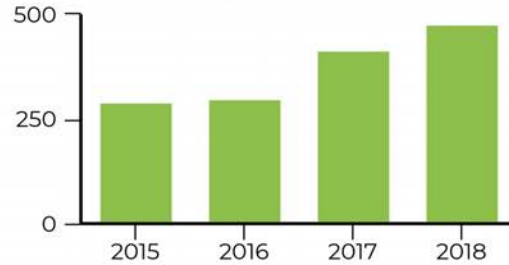


ATLIS FACTS & FIGURES

ATLIS by the numbers

Founded: 2014
 Employees: 3
 Board Members: 12
 Faculty Members: 7
 Annual Operating Budget: \$768,000

Conference Attendance Growth

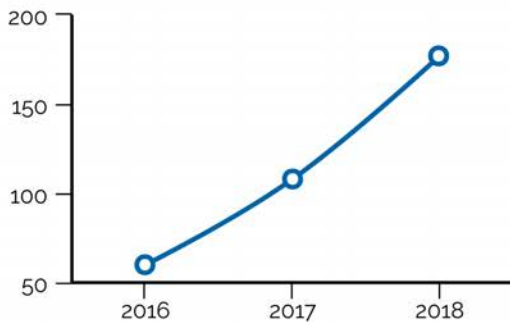


177 member schools

Member Schools By Region

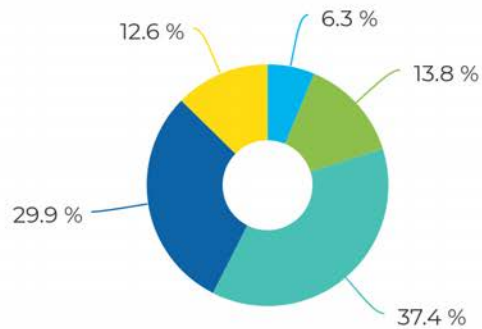
Northeast: 49 schools (28%)
Southeast: 43 schools (24%)
Midwest: 15 schools (8%)
Southwest: 8 schools (5%)
West: 59 schools (33%)
International: 3 schools (2%)

Membership Growth



10% increase in membership since July 2018
46% of ATLIS schools have been members since 2016

Member Schools by Enrollment



1500 or more 1000-1500 500-999
 250-499 less than 250



HISTORY OF THE ASSOCIATION

In four years, ATLIS has become the leading professional association for independent school technology professionals. The organization's rapid growth has confirmed the critical need schools have for receiving best-practice guidance on strategic technology issues. However, none of this was on the minds of the three co-founders in 2014 when they imagined the possibility of a new professional association. As they sat around a coffee shop table, they celebrated the online connectedness of independent school technology professionals but bemoaned the lack of a true community. The need for a professional association dedicated to serving this unique and dynamic population of administrators was long overdue.

The inaugural conference, which was planned near San Francisco for April 2015, sold out quickly and brought together 300 attendees from across the country, along with 23 corporate sponsors. By all accounts, the first ATLIS annual conference was an overwhelming success. Participants clamored for more gatherings and more programming, and they willingly volunteered to help get the fledgling organization off the ground. Within a few months, a school membership model was in place and the first ATLIS employee was hired. By the second annual conference in Atlanta in 2016, ATLIS had a formal board with eight directors, an ambitious strategic plan, and its first Executive Director.



Guided by its pillars—reflect, inform, connect—ATLIS developed programming, content, and events to better prepare technology leaders for the vast challenges in their work. To that end, ATLIS has introduced cybersecurity workshops, new accreditation standards, a professional journal, and an Early Career Institute for Aspiring Technology Directors (ECATD). ATLIS forged partnerships with regional accrediting organizations and national associations to further its reach and represent the interests of the technology office in larger conversations on independent school leadership.



As ATLIS enters its fifth year, all vital signs are strong. The organization is growing, membership satisfaction and retention are high, and volunteer support is broad. The rapid ascension of ATLIS to respected leader on independent school technology issues has propelled the organization into the national spotlight. However, at its core ATLIS remains committed to its original purpose: cultivating a dynamic and supportive community of technology professionals who will deftly lead independent schools in an ever-changing technological world.



OPPORTUNITIES & CHALLENGES

Independent school technology leaders have transitioned from managing internal networks and hardware to becoming forward-thinking leaders who oversee diverse teams, including information technology, technical infrastructure, instructional technology, as well as media studies and library. As technology budgets grow, there is increasing pressure to streamline procedures and more efficiently manage hardware and software. The next ATLIS Executive Director will have a vital role in this space and is charged with ensuring members feel supported and prepared for these new roles and challenges.

OPPORTUNITIES. The Executive Director must capitalize on the following strengths and lead the transition of ATLIS from a young member organization to a national and international voice for independent schools:

- ATLIS is financially strong and well-positioned for growth.
- ATLIS has a broad diversity of schools in its membership.
- ATLIS has established robust professional development opportunities, which are especially popular and highly rated. The organization is beginning a new phase of online, micro-course offerings that will enable certificate programs and digital badging.
- ATLIS employs two exceptional full-time staff who are well-respected and recognized as experts in the field.
- ATLIS has a deep bench of enthusiastic volunteers, dedicated to the mission of the organization and the success of its programs.



CHALLENGES. The Executive Director of ATLIS will need to be prepared to address these challenges head-on with creative, innovative solutions and strong vision and leadership:

- ATLIS operates as a fast-growing startup organization that needs to transition to a mature organization.
- ATLIS school and corporate membership must grow to truly represent the industry, but growth must be balanced strategically.
- ATLIS represents a niche community with limited purchasing power compared to the broader K-12 education and technology industries.
- ATLIS is an emerging leader in a crowded field. As such, it must create and strengthen strategic partnerships with regional associations and other prominent organizations relevant to independent school education.
- ATLIS operates wholly in a remote environment; the new leader will need to create strong team cohesion and organizational culture in a remote staff.
- The ATLIS Board is comprised of twelve strong industry leaders. It currently operates as a managing board and will need to transition to a governance model.



THE POSITION

The Executive Director is the key management leader of ATLIS and is responsible for developing and articulating a clear, strategic vision and plan for the organization. The position reports directly to the Board of Directors. The duties and responsibilities include:

ORGANIZATION MISSION AND STRATEGY. Work with the Board and staff to ensure the mission is fulfilled through strategic planning, programs, and outreach.

- Serve as a thought-leader in the independent school world, including writing articles for publications; presenting at regional, national, and international conferences; and partnering with organizations that further the mission of the organization.
- Elevate ATLIS to be an internationally recognized independent school member-focused association.
- Identify and implement programs that target future readiness in technology and education.

STRATEGIC PARTNERSHIPS AND MEMBERSHIP EXPANSION. Build membership growth and retention through organizational initiatives and strategic partnerships.

- Represent ATLIS at national and regional independent school conferences as a keynote speaker, presenter, and/or vendor.
- Initiate and maintain national and international alliances and partnerships with associations, organizations, and companies that align with the ATLIS mission to support and advocate for the role of technology leaders in independent schools.

BOARD GOVERNANCE. Work with the Board to fulfill the mission of the organization.

- Communicate effectively with the Board and provide, in a timely and accurate manner, all information necessary for the Board to make informed decisions.
- Partner with Board leadership on matters of strategic planning, financial oversight, Board composition, meeting management, and committee staffing.

OPERATIONS AND MANAGEMENT. Oversee and implement resources to ensure the operations of the organization are appropriate.

- Provide direction to the ATLIS staff, volunteers, and contractors with a keen eye toward mission, budget, member services, professional development, marketing, publications, communications, and optimal use of staff time and talent.
- Ensure effective day-to-day operations of the organization including communications, financial transactions, membership services, programs, and legal responsibilities.
- Identify, cultivate, and solicit financial sponsorship for ATLIS endeavors from corporations, foundations, and other non-profits.
- Promote the fiscal integrity and management of the organization and cultivate alternative sources of revenue for continued fiscal growth.



DESIRED QUALITIES. The preferred candidate will be a visionary leader of high integrity and character who can shepherd ATLIS through its next stage of growth.



- Flexible schedule, able to travel up to 50% of the year.
 - Ability to identify and cultivate strategic partnerships.
 - Experience in organizational governance and working with a Board of Directors to set strategic priorities.
 - Ability to think and act strategically in pursuit of organizational goals.
- Fluent in applying research and data analysis to make decisions, craft strategy, and track progress towards organizational goals.
 - Excellent communication and interpersonal skills, and able to create authentic connections with and gain the respect of individuals at all levels of industry.
 - Charismatic presentation skills, confidently engaging with groups of all sizes through a variety of channels.
 - Expertise in current technological practice and a strong grasp of emerging trends, especially as they relate to educational institutions.
 - A working knowledge of the independent school community.
 - Possession of a growth mindset and ability to model a passion for lifelong learning.





HOW TO APPLY

12M Recruiting is acting on behalf of ATLIS to recruit exceptional leaders to fill this unique opportunity to serve a diverse set of schools.

PLEASE DIRECT ANY INQUIRIES TO:

Gabriel Lucas
Principal, 12M Recruiting
jobs@12MRecruiting.com

APPLICATIONS WILL BE CONSIDERED THROUGH JANUARY 14, 2019 (5:00 PM PST).

All applications must be submitted online via: <http://www.12MRecruiting.com/jobs/ATLIS>

REQUIRED APPLICATION MATERIALS

Provide four separate PDF documents including the following:

- Cover letter introducing yourself to the ATLIS search committee.
- CV or résumé.
- A leadership philosophy statement.
- A list of at least four professional references including each person's name, organization, title, phone number, email, and relationship with you.

Note: We will not contact any references without obtaining your permission first.

Provide one supplemental PDF document that includes the following:

- A three-year roadmap for how you would move ATLIS from a startup mentality to a mature professional organization. Include one strategic initiative you have led and how the lessons from that experience would be relevant to you in this role.
- Two writing samples.

ATLIS does not discriminate on the basis of race, national origin, marital status, age, sex, or sexual orientation in the hiring or in the administration of its hiring and employment policies.