



Job Posting – The Prairie Centre for Christian Education (PCCE) is hiring an **Executive Director**.

The PCCE is a community of educators, leaders, and school boards from approximately 25 Christian schools, both independent and public, that serves over 8000 students. We are a not-for-profit organization with offices currently operating out of Edmonton, Alberta with the purpose of encouraging and empowering Christian school communities as they equip students to play their part in God's Story. We support school society boards, teachers, and school-based leaders in the shared commitment of ensuring Biblically grounded, academically rich, and transformational Christian education thrives in the prairie provinces of Canada.

OPPORTUNITY DESCRIPTION

After 10 years of exemplary leadership and service to our community, our Executive Director has announced their intention to retire by September 2026; the board of directors of the PCCE is therefore accepting applications from passionate and committed leaders in Christian Education for the position of Executive Director.

The new Executive Director will have an exciting opportunity to promote and enhance transformational Christian education in the prairie provinces of Canada. You will lead and encourage PCCE staff as they support our Christian School members through provision of shared learning experiences, teaching & leading resources, professional development, consulting, and a wide range of administrative services.

Your visionary leadership and experience will be evident in the creation of strategic and financial plans, in the development of goals to carry out these plans, and in measuring performance. You will serve as liaison to the public, government, affiliated organizations, and other stakeholders, and you will be responsible for the administration of member services, member development, and the professional development of the PCCE staff.

For more detailed information of who we are and the services we provide to our member schools, please visit www.pcce.ca.

The anticipated start date for the successful candidate is negotiable but would be no later than July 15, 2026. You will be provided opportunity to overlap your start date with the current Executive Director's end date to facilitate transfer of knowledge and organizational insight ensuring a smooth transition.

PCCE STRATEGIC PLAN – UPDATED 2025

The Executive Director will be expected to lead the PCCE in its current Strategic Plan with the following three goals:

1. Equip and Empower PCCE Schools to Thrive
Walk alongside leaders, teachers, and parents to strengthen every dimension of Christian education in creating vibrant, Christ-centred school cultures.
2. Cultivate Unity and Intentional Togetherness
Cultivate unity by actively nurturing relationships, fostering trust, and equipping schools to navigate complex issues with grace and shared purpose.
3. Clarify and Communicate PCCE's Identity to Expand Impact
Articulate and share a clear, compelling identity and vision that resonates with both current and potential members, as well as external stakeholders.

KEY RESPONSIBILITIES

1. Organization Mission and Strategy: work with board, members, staff, and partners to ensure that the mission is fulfilled through strategic planning and programming.
 - In consultation with the PCCE board, staff, and members, develop, update, and implement budgets for a strategic plan that ensures that PCCE successfully fulfills its mission.
 - Develop and provide member services and member development, providing leadership and advice to teachers, school leaders, and school societies/boards.
 - Liaise with the public, government, affiliated organizations, and other stakeholders, representing PCCE with clarity and integrity.
 - Work with Associate Executive Director to divide duties based on skills, experience, and interest.
2. Financial Management: manage the resources to ensure the financial health of the organization.
 - Build and administer the annual budget.
 - Manage daily financial operations to ensure maximum utilization of resources and optimal financial positioning of the organization.
 - Generate new sources of funding.
3. Organization Operations: oversee and implement resources to ensure the effective operation of the organization.
 - Hire, supervise, support, evaluate, and establish compensation of all other PCCE employees.
 - Responsible for the effective administration of PCCE's operations.
 - Serve as PCCE's primary spokesperson to the organization's members, public, and media.
4. Board Relations: work with the Board to fulfill PCCE's mission.
 - Communicate effectively with the board and provide in a timely and accurate manner all information necessary for the board to function effectively and make informed decisions.
 - Maintain and implement board policies and procedures.

REQUIREMENTS

1. Professing Christian who is an active member of a Christian church community.
2. Demonstrated experience in educational leadership, strategy development, visioning, and implementing strategic priorities and organizational plans.
3. Passion for lifelong learning with ongoing personal development around leadership.
4. Graduate degree in educational leadership or suitable equivalent combination of skills, knowledge and experience is preferred.
5. Hold or qualify for an Alberta Teaching Certificate, or its equivalent is preferred.
6. Based in Alberta, preferably near at least one of our member schools, or can relocate.
7. Current, non-restricted Drivers' Licence.
8. Ability to travel regularly for work.
9. Current Criminal Record Check and Vulnerable Sector Clearance.

KEY COMPETENCIES

1. Faith filled, values-driven leadership that motivates others to rally towards a common vision, inspires trust and confidence in the organization and its members.
2. Strong ability to coach and mentor others to develop leadership capabilities.
3. Extensive knowledge and understanding of the Christian education sector within the landscape of the Prairie provincial educational systems, including an understanding of the differences and relationship between independent and Christian alternative program public school structures within Alberta.
4. A compelling and passionate communicator able to influence effectively through strong written and verbal communication skills. Has experience with print, electronic media communication, and public speaking.
5. High level of entrepreneurial and innovative thinking, decision-making, business acumen and creative problem-solving skills to develop and implement new business models and service offerings that will grow membership and provide fee-based services to non-members.
6. A sound grasp of legislative frameworks, risk management and governance requirement in education settings of the Prairie provinces, with the ability to assist member schools in understanding their legal and regulatory requirements.
7. High level of interpersonal, consultation, relationship building and negotiation skills that build and sustain productive relationships and strong partnerships with a wide range of stakeholders and organizations.
8. High level of organizational skills, financial acumen, and personal accountability for achieving results in an environment with multiple projects, priorities, and competing demands.
9. Expert listener with the ability to understanding one's audience, internalise and process information quickly, intuitively understand unspoken issues, empathise and respond effectively and appropriately.
10. Ability to work effectively with a board of directors and able to help cultivate effective board governance.

APPLICATION INSTRUCTIONS

- Deadline to Apply is October 31, 2025.
- Please include the following in your application:
 - a cover letter,
 - a CV,
 - three reference letters (two professional and one pastoral),
 - a statement describing how your faith and philosophy of Christian Education aligns with our strategic plan (maximum one page),
 - and any other supporting documentation.
- Send your application as a single file to careers@pcce.ca (.pdf format preferred)
- While we appreciate all applications, only short-listed candidates will be contacted.