



Friendship Christian School

3160 Old Atlanta Road, Suwanee, GA 30024
678-845-0418 • <https://fcsga.org>

Job Description for Head of School

Location: Suwanee, Georgia

Friendship Christian School is a growing private school grounded in Christian faith and affiliated with the Association of Christian Schools International (ACSI).

Our mission is to provide students preschool through 12th grade with an excellent education where the gospel is the thread that ties every subject together.

As a missional school, we believe God desires FCS to reach people for His Kingdom through building a program of academic excellence without compromising Christian values. We prepare our students to lead and serve beyond their years at our school.

We are seeking a Head of School who will serve as the FCS chief executive while embodying Christian values and serving as a spiritual leader. This role requires administrative and educational leadership guided by Christian principles in each area of his or her life – at home, at work and in the community. A successful candidate will have a proven track record in administering and advancing a school's mission through strategic enrollment management, effective marketing, and fundraising strategies, all while nurturing a vibrant Christian educational environment.

Key Responsibilities of the Head of School:

- **Spiritual Leadership:** Model and promote Christian values in all school activities, ensuring that Christ's example is lived out daily. Lead devotions, prayer, relationship building to encourage the spiritual development of those under your leadership.
- **Strategic Enrollment and Marketing:** Design and implement dynamic marketing and enrollment strategies that align with Christian values, significantly increasing the school's visibility and attractiveness to potential families. Utilize data-driven approaches to track success and adapt strategies as needed.
- **Fundraising and Development:** Spearhead fundraising initiatives that reflect the school's mission, securing the financial resources necessary for growth and enhancement of school programs. Demonstrate a history of successful fundraising efforts that have materially benefited previous institutions.
- **Academic and Spiritual Excellence:** Ensure the curriculum and school activities uphold high academic standards and Christian teachings, in compliance with ACSI



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accreditation. Foster an environment where faculty and students are encouraged to grow intellectually and spiritually.

- **Exemplary Leadership:** Exhibit proven success in leading a Christian educational institution, with demonstrable outcomes in growth and development. Inspire faculty, staff, students, and the wider community through visionary leadership and by living out Christian values.
- **Community Builder:** Strengthen relationships with local churches, Christian organizations, and the broader community to enhance the school's mission and impact.

Desired Qualifications:

- Master's degree or higher in Education, Business Administration, or a related field, with a strong preference for theological studies or a seminary background.
- At least 2 years of experience in a Head of School or similar leadership role within a Christian school environment, with a verifiable track record of success in growing the institution both in enrollment and financial strength.
- Deep commitment to the integration of Christian faith and education, evidenced by personal faith and professional practice.
- Exceptional leadership skills, with the ability to inspire and motivate others toward a shared vision.
- Strategic thinking and planning abilities, with a proven record of implementing successful marketing, enrollment, and fundraising strategies.
- Strong interpersonal and communication skills, capable of building relationships with a wide range of stakeholders.

Please Apply:

If you feel aligned to the mission and opportunity that FCS provides, we invite you to please submit your resume, cover letter, statement of Christian faith, and a brief account of your leadership experience. Where applicable, highlight specific achievements in enrollment growth, fundraising, and community impact in your application.

Please submit everything and any questions to careers@fcsga.org with "Head of School" in the subject line.

Friendship Christian School is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, national origin, gender, age, or disability.



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