



Director of the Rector's Office

St. Paul's School
Concord, New Hampshire

School Overview

St. Paul's School educates students to build purposeful lives in service to the greater good. We engage young people in a diverse, inclusive, and ethical community, dedicated to the pursuit of excellence in character and scholarship and inspired by the beauty and spirit of our Millville home.

As a 100% boarding school, everyone is our neighbor — our friends, our teachers, our coaches, our advisers. That's part of the SPS magic. We spend virtually every minute of our days learning from and with one another: building friendships, challenging ourselves and supporting one another on our individual journeys. Beginning with chapel in the morning, and continuing through classes, meals, clubs, sports, social gatherings and much more, one experience flows into the next, creating an environment of wraparound support that is an extension of our personal relationships.

There's as much to learn from our community — diverse, inclusive and dedicated to serving the greater good — as there is in our classrooms. We're invested not only in our own interests and talents but also those of the people around us, forging deep connections that bring energy and joy to life on our grounds.

Opportunity

Reporting to the Rector, the Director of the Rector's Office ("DRO") supports the Rector in all matters, overseeing the organization, management, and staffing of the Rector's Office. The DRO works closely and collaboratively with the Rector and the Rector's direct reports, as well as with faculty, staff, students, parents, and critical external constituents. The DRO oversees special programs and events, coordinates the execution of school-wide projects undertaken by the Rector, and assists in reviewing and improving work processes. The DRO serves as the primary point of contact for all internal and external matters pertaining to the Board of Trustees' interactions with the Rector's Office and supports the correspondence needs of Board leadership. Above all, the DRO promotes the positive leadership of the Rector and the Rector's Office throughout the



Carney
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community, fostering an open, welcoming, inclusive environment that emphasizes kindness, cooperation, productivity, problem-solving, and teamwork.

Responsibilities

Management of the Rector's Office:

- Manage Executive Assistant to the Rector;
- Assign and oversee all projects underway in the Rector's Office;
- Assist the Rector with correspondence as requested, coordinating with other Departments as necessary;
- Review all correspondence to be sent by proxy in the Rector's name;
- Oversees and develops the budget for the Rector's Office, the Rectory, and the Rector's home.

Administrative Duties:

- Oversee the Rector's correspondence, reports, calendars, files, and archives;
- Serve as liaison and project manager with projects initiated and overseen by the Rector; including budget work, strategic planning efforts, and accreditation work throughout the school;
- Maintain BoardEffect (Board portal), including archive of Board books and other official documents;
- Identify and purchase materials and services needed to facilitate trustee work;
- Oversee credit card reconciliation and disbursement of the Rector's discretionary funds.

Management of Board Operations:

- Provide support to the Rector, Board President, committee chairs and other trustees on trustee matters, including sending correspondence on their behalf, drafting correspondence for their approval, surveying trustees, compiling agendas, organizing in-person and virtual meetings and other tasks as requested;
- Overseeing the timely development of Board meeting agendas and agendas for Board committees and task forces as requested;
- Manage, compile and organize Board reports, meeting materials, calendars, files, and archives; compile and organize research as requested;
- Coordinate, compile and circulate minutes and other materials following the conclusion of Trustee meetings;
- Using BoardEffect, document and maintain the files for Board of Trustee meetings, including changes to By-Laws, Policies, and the Trustee Handbook;
- Maintain and update trustee committee lists, trustee directory and trustee biographies and photographs; oversee correct, current representation on the School's Governance website tab.



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Trustee and Trustee Meeting Support:

- In collaboration with the FLIK and Facilities teams, plan trustee programs, including planning, housing, dining, social events, entertainment, IT support, and other logistics;
- Serve as lead administrator for BoardEffect, initiate and compile Board books, maintain the portal directory, archive Board documents, orient trustees to the board portal and resolve issues;
- Work collaboratively with all Deans and Directors to compile new trustee orientation and Board materials (including presentations) to publish in the Board book on the BoardEffect platform;
- Support the Rector, Board President, and Co-Chairs of the Trustees and Governance Committee in developing and implementing orientation programs for new trustees;
- Attend Board Meetings, as invited, to monitor needs and provide support;
- Arrange for notes to be taken and assume editing responsibility for the minutes of Board meetings;
- Arrange for purchase, engraving, and presentation of trustee-related gifts;
- Maintain ongoing communications and positive relationships with trustees, their assistants and other colleagues;
- Arranging meetings for the Board President/Chair of Compensation Committee to undertake an annual Performance Development Assessment of the Rector; coordinating Rector searches, etc.;
- Support the Rector in creating, organizing and prioritizing agendas and materials for Administrative Team meetings and retreats;
- Monitor the office email account and identify responses to correspondence that require review and action by the Rector or by Board President.

Advancement support:

- Works with the Chief Advancement Officer and the Advancement/Alumni team to share information and promote excellent stewardship of prospects and donors;
- Coordinates the Rector's fundraising and donor-related travel, including international travel.

Collaboration & Networking Responsibilities:

- Serve as liaison with external Boards/Professional Groups on which the Rector serves and coordinate communications, scheduling, reports, and related travel and travel documents;
- Collaborate with all school departments, including the Chaplaincy, to anticipate and coordinate the Rector's responsibilities within the community and at community events;
- Participates in planning advancement and alumni events as needed to appropriately engage the Rector;
- Perform other duties as assigned by the Rector.

Qualifications



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- Associate's or Bachelor's Degree required
- 5 – 7 years of experience in an executive administrative support role
- Discretion, good judgment, and the ability to maintain strict confidentiality
- Alignment with institutional values: kindness, empathy, integrity, and sincere commitment to helping people
- Committed partnership in the strong, principled, positive leadership of the Rector and the Rector's Office
- Outstanding written and oral communication skills
- Outstanding organizational skills, with commitment to proactive planning
- Capacity to solve problems collaboratively
- Excellent facility with technology, including MS Office suite
- Demonstrated commitment to responding to and serving the needs of a diverse community.

Interested Persons Contact – *All inquires handled in confidence*

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