



Executive Director of Community Development

TMS is seeking an exceptional leader as its next Executive Director of Community Development, with the appointment to be effective June 2024. This is an outstanding opportunity to work with an effective Board, talented faculty, staff, and students, and highly engaged parents and volunteers to build on past achievements and lead TMS to new levels of excellence.

Internationally recognized since 1961, TMS is a leading independent school offering a unique combination of Montessori and International Baccalaureate Programmes in exceptional facilities on two campuses in Richmond Hill, Ontario. A Montessori approach to learning is expertly delivered at the Lower School from Toddler through Grade 6 before students transition to the Upper School, where the IB curriculum is delivered through both the MYP and DP programs. With approximately 900 students ranging in age from 18 months to 18 years, TMS delivers an engaging, highly-acclaimed educational experience focusing on knowing every child uniquely. It encourages every learner to become a compassionate, curious and connected citizen in a complex and changing world. The school desires to inspire and challenge students to discover the best of who they are, to achieve their full potential, and to strive and excel in academics, arts, athletics, and citizenship. As a member of CIS Ontario and accredited by CCMA, CAIS and IBO, TMS pursues ongoing improvement in all areas. Additional information about TMS and its recent growth and direction is available at www.tmschool.ca.

The School has a great story to tell. The role of the Executive Director, Community Development is to tell this story, in communications and actions, and enhance the TMS community in critical areas of school life. The school offers opportunities for professional development and the chance to work in a vibrant, collegial workplace.

The Executive Director will provide leadership and guidance to the members of the Community Development department. Working closely with the Head of School, the Leadership Team, and the four Directors of Enrolment Management, Development, Marketing & Communications, and Alumni & Community Relations, the Executive Director will develop and implement a unified Community Development vision and strategies to align with the School's Strategic

Plan. This will ensure that these teams operate in an integrated, cohesive and accountable manner.

Reporting to the Head of School, the Executive Director is responsible for all administrative aspects related to community development. Through advising on strategic initiatives, developing and implementing appropriate action plans, setting direction, attracting, supporting, developing, and mentoring staff, the new Executive Director will ensure that TMS continues to meet and exceed its standards of excellence. As an ambassador for TMS, the Executive Director will create new and effective ways to engage, educate, communicate, and build enduring relationships with its internal and external communities.

The new Executive Director will be an experienced leader with a proven track record of accomplishment and the ability to command the respect of all TMS stakeholders. A university degree along with evidence of continuing professional development, a visionary outlook aligned with the School's Mission, Vision, and Strategic Goals, exceptional leadership support for an unparalleled team, outstanding communication skills, and creativity in further enhancing an outstanding educational are all qualities required in the Executive Director. They will have an excellent rapport with all stakeholders, combined with experience or an interest in increasing resources and the overall welfare of a school through fundraising, friend-raising, and the general promotion of the school and its capabilities. Prior experience in independent schools, or the not-for-profit sector, and two of the four areas of responsibility, particularly advancement, will be an asset.

The consultants will begin review of candidates immediately, with committee consideration later in the new year, and will continue until the role is filled. Applications should include a letter of interest, curriculum vitae, and the names of three references (who will not be contacted without the consent of the candidate), and should be submitted in confidence to the School's executive search consultants:

Laverne Smith & Associates Inc.
TMS@lavernesmith.com

TMS is an equal opportunity employer. We provide any needed accommodations as laid out in the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Promoting diversity is one of our core values and we are committed to fostering an inclusive and welcoming culture within our school community.