

# ATLIS PRESIDENT & CEO SEARCH

An Extraordinary Opportunity  
to Partner Through a  
Transformational Decade



**ATLiS**  
Association of Technology Leaders  
in Independent Schools 

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# ATLIS & BOARD PROFILE

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## ATLIS OVERVIEW

Founded as a 501(c)3 organization in 2014, the Association of Technology Leaders in Independent Schools (ATLIS) represents a growing membership of 400 plus independent schools. Originally formed to address the unique challenges of independent school technology directors, ATLIS has expanded to support all aspects of technology at schools, ensuring that they are equipped to thrive in the future, while dedicated to creating a diverse and inclusive association.

ATLIS's Board & CEO have led through the developmental years in a flourishing partnership that has established clarity in the roles and expectations of each. They seek to leverage their success as ATLIS moves deeper into a growth and scaling era in its second decade of leadership. The strategic map was refreshed summer of 2024, keeping the momentum on course, while providing room for tech stack improvements to be implemented. The intention of their strategy is to provide significant opportunity for ATLIS to lead internally with the membership and externally within the broader ecosystem as a thought leader and influencer, while delivering extraordinary value. ATLIS's focus has directed a strong performance by the volunteer and staff partnership through an era of significant education, technological, and societal transitions, which will continue to evolve at a rapid pace. The association's leadership desires to accelerate their entrepreneurial approach and increase capacity that will maximize momentum and opportunity in this next phase.

Partnering with a sixteen member Board of Directors, the fully remote team of six professionals operates within a \$1.9 million dollar budget and six months of operating cash in reserves. Membership dues, conference revenue, and professional development are the three largest revenue generators.

ATLIS has kept pace with changing member needs by providing a breadth of support and resources through the TLIS certification, ATLIS Leadership Institute, resources by topic, articles, publications, awards, a career center, compensation benchmarks, and the Annual Conference. Recognizing the time constraints of busy professionals, ATLIS also offers online learning and engagement through a podcast, courses, webinars, and virtual community activities.

# ATLIS & BOARD PROFILE

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## BOARD CULTURE & LEADERSHIP

The ATLIS Board of Directors is mission-driven, with a strong culture of trust and a depth of professional expertise, which is paired with a genuine commitment to serve members and steward ATLIS well. Board members assume positive intent, support one another, and care deeply about delivering on the mission, relevant member value, and creating an engaged community. The Board views itself as a welcoming, positive, learning board that enjoys the intellectual and practical results of creating impact through collaborative leadership.

The Board values transparency, consistent communication, openness, and a diversity of opinions, while retaining a sense of humor as a style preference. Meeting twice per year in person (Annual Conference and a Board Retreat) and 4-5 times virtually, the Board is invested in sound onboarding, excellent governance practices, and achieving their strategic priorities. The four Board Committees are Executive, Finance, Governance, and Nominations. They are clear about not redoing committee work, prefer generative and strategic discussions, and own that a big part of their success is advance preparation through both the quality of materials provided and the framing of discussions as well as board members' investment in preparation time. The Board commits to annual training, and some attend Exceptional Boards each year. Natural board turnover has occurred over the tenure of the current CEO, and there is recognition that their preferred Board culture of strong development and leadership will require proactive attention to be maintained.

## STRATEGIC APPROACH

The Board has enjoyed a partnership with a unique and high-performing executive leader, who has built the strategic processes and framework from which continued future success can be leveraged. The CEO has had the rewarding opportunity to partner with a team of high-performing staff leaders, who collaborate with the CEO to turn strategies into direct member value. The successful candidate will have an opportunity to marry the inherent strengths of a determined and excited board with a staff that outperforms with goal clarity, while being allowed to pursue their areas of expertise with excellence and independence. The overall desire is to earn the reputation as a best-in-class association, while staying highly focused strategically.

The aforementioned refreshed strategic map's momentum is on pace, and the desire is for that not to slacken during the natural learning phase of a new CEO. The Board annually engages in a strategic renewal process to select or refine strategic priorities supporting the desired outcomes, continually moving towards the vision, while remaining relevant as new information presents itself. The nine box strategy that addresses the three primary audiences of the association - the member schools, the professionals who are deeply passionate about their work and its impact on the students and families they serve, and the broader independent school community - always striving to provide the deepest and broadest indispensable resources. The Board and staff are committed to a successful leadership transition for strategic success, as they live out their desire to serve.





## **OUR VISION**

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**Empowering schools to  
thrive through technology  
leadership.**

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## **OUR MISSION**

**Schools equipped for the future.**

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## **OUR MEMBERS**

**Seeking to lead with confidence,  
innovate fearlessly, and  
build a lasting legacy for their schools.**

# OUR STRATEGY



## EQUIPPED FOR THE FUTURE STRATEGIC MAP

**VISION:** Empowering schools to thrive through technology leadership

**MISSION:** Schools equipped for the future

### ATLIS IS THE EXPERT.

#### Empowered Schools

ATLIS is recognized as the key source of technology information for **school technology teams.**

ATLIS is recognized as the key source of technology information for **the leadership team and board of a school.**

ATLIS is recognized as the key source of technology information for **the independent school industry.**

### ATLIS IS A MENTOR.

#### Valued Professionals

ATLIS produces industry-leading professional development to support technology in independent schools.

ATLIS facilitates thought leadership and collaboration from across the entire independent school ecosystem.

Organizations serving the independent school community and the broader association community turn to ATLIS for accurate, expert programming.

### ATLIS IS A RESOURCE.

#### Indispensable Resources

The "Body of Knowledge" (BOK) empowers technology leaders to better serve their schools and constituents.

The ATLIS BOK evolves to reflect a whole-school philosophy.

The ATLIS BOK is the primary source of technology-related information for the independent school industry.

#### Empowered Schools (Expert)

- Strategic technology leadership fuels independent schools' excellence, so students, teachers, and administrators thrive.

#### Valued Professionals (Mentor)

- Strategic technology leaders are recognized and valued as essential to independent schools' success and have career pathways of influence.

#### Indispensable Resources (Resources)

- ATLIS' engaged and growing membership enjoys world-class resources and experiences to ensure strategic thought leadership.

# ATLIS & BOARD PROFILE

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## LEADERSHIP TRANSITION

When ATLIS was just a few years into existence, the successful hire of current CEO, Christina Lewellen, launched the association into a new period of development, as it continued to lay the foundation for the respected association and brand it has earned. ATLIS is now seeking its next CEO partner, as a result of an excellent career opportunity that presented itself to Ms. Lewellen. She departs the association with an established board, a developed staff, and joint successes created through a strong Board/CEO partnership, upon which ATLIS's next CEO can build.

During her tenure, ATLIS has experienced:

- 145% increased membership
- 89% increased annual conference registrations
- 144% increased overall revenue
- A multi-year strategic planning and governance revision to lead through strategic governance
- The launch and funding of a certification program (TLIS: Technology Leaders in Independent Schools) to advance industry professionals and address hiring challenges
- Formalized key national partnerships with associations serving other segments of the independent school community
- The podcast: Talking Technology with ATLIS
- ASAE's Gold Circle Award: Best print magazine for disciplined, strategic publication redesign to focus on broader industry outreach
- Organization-wide operational and financial best practices implementation
- 100% employee retention due to four-day work week, unlimited PTO, and a highly results-focused operational strategy

The Board is deeply appreciative to Christina Lewellen for her many contributions, approach to leadership and strategy, visibility in the community, and relationship-building with the members, vendors, leadership, partners, and staff. They are keenly aware of the unique circumstances presented for the next CEO, following a very successful, high-profile leader. Therefore, the Board is creating an onboarding experience to support a successful transition.

Board members are committed to making introductions, transferring history, and outlining expectations with regular feedback for successful 90-day, six-month, and one-year milestones. Resources for executive coaching are being designated. As the CEO takes on their role in the August 1 - September 1, 2026 time frame, the Board is also looking forward to a 90-day assessment from their new partner and a conversation immediately following to jointly realign any expectations. Currently, the Board expects year one to be focused upon deep learning, keen listening, relationship-building, and maintaining the momentum of the strategic map.

# CANDIDATE PROFILE

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## PRESIDENT & CEO OVERVIEW

The position of ATLIS President & CEO is a high-profile executive role that requires comfort with outward-facing leadership, strong visionary foresight abilities, entrepreneurial innovation skills, strategic execution, applied empathy, nuanced change leadership, and the agility of high-performance governance dynamics - all with a sense of humor and boundless energy. ATLIS is well-positioned for growth, while also highly aware of the changing environment in which members are leading. The association's leadership seeks an ongoing entrepreneurial approach to its business model, so that ATLIS remains sustainable, with increasing capacity to meet the growing needs of members and a desire to expand its scope of influence and support.

Being a chameleon is a necessary facet of this position to be effective with a wide variety of audiences. Essential skills include empathetic and sincere listening, while inspiring a strategic vision that engages and attracts a diverse membership, and occasionally saying no as ATLIS makes tough strategic choices. Relational leadership qualities must accompany the ability to tactically execute strategy, with a team of sharp, staff leaders, who are committed to ATLIS and its members. A staff member frames the CEO opportunity in this way, "Leading this team gives you the freedom to think strategically, while trusting that the work will be executed with care and excellence. At ATLIS, you get flexibility, creative freedom, and a true sense of community. You are surrounded by people who are trying every day to make a meaningful impact in education and technology. It is not just a leadership role. It is a place where you can grow, lead with purpose, and do work that truly matters."

The three essential areas that a new CEO must bring to the table are being a strategic visionary, strong business acumen with an entrepreneurial flair and sound stewardship, and a heart for relationships that shows up authentically and invites everyone internally and externally to the table. The CEO's curiosity must be backed by a resulting innovation. Communication must drive being an influencer, who builds trust through transparency and confidence. Self-awareness of the impact a CEO has as a person is critical, while showing up with integrity, passion, empathy, and humility. In an unpredictable environment, flexibility and adaptability with a navigator approach are essential. Listening, being respectful, and clearly caring about and respecting those with whom you lead, and for whom you serve, are at the core of creating the leadership presence necessary for success.



# CANDIDATE PROFILE

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## LEADERSHIP STYLE

The Board of Directors is seeking a leader and an ambassador to the independent school sector, who is a role model to the community, a strategic partner to the board, and a collaborator with the staff. The talented staff team thrives on their professional individuality, the flexibility of the work environment in which they have flourished, and significant autonomy while being highly collaborative. In order for an outward-facing CEO to continue the high impact leadership desired, the new CEO must drive strong internal leadership and yet, have a comfort with this level of autonomy during the next growth and scaling phase. Being tech forward themselves is essential; utilizing all the available project management and tech stack tools for oversight, but not micro-managing. The Board desires for ATLIS to remain an employer of choice, with this level of executive leadership maturity in their CEO.

ATLIS's next CEO will be a chief evangelist for the association. ATLIS is young and growing and continues to need an outgoing, energetic, enthusiastic leader who inspires, walks beside volunteers and staff, and encourages others to become leaders as well. In this growth-focused environment, the CEO will continue to build and refine the brand, communicate the value, and build trust across diverse stakeholders. They must bring a flexible mindset in an innovative environment, while still driving to the vision. Learning from mistakes, staying abreast of education, technology, and the role of technology in education, with operational rigor will help create long-term sustainability and support the leadership style needed in this moment of ATLIS's development. The next CEO must find the balance between being an outward-facing leader and ensuring the operationalization and prioritization of this innovative and growth period. This is where the magic of the next leader's results must arrive.

## PARTNERSHIP EXPECTATIONS

The Board has intentionally created a governance and leadership culture that has resulted in remarkable success and seeks to preserve that hallmark. The next CEO must be a builder - not a maintainer or an overly measured leader in a change environment. The Board seeks a partner who takes the time to deeply learn and understand independent schools and independent school technology leaders. They do want to make data-based decisions, with people first. Highly effective communication, transparency, and being well-prepared are valued. There are also more newer board members who are continuing to learn and are invested in being the best partner to the next CEO possible. They enjoy being relational and do not want to lose momentum during this transition as a new partner onboards.

The staff also recognizes the benefits that the Board's governance discipline has created for ATLIS and the strength that the Board/CEO partnership is to ATLIS' success, along with a strong culture. The partnership's future success is going to be dependent upon maximizing these internal relationships, understanding the talent that the Board and staff bring to the table, while focusing on managing the growth, enhancing the brand, building capacity, and leading in a way that builds upon a strong predecessor's footprint. The Board is excited, the staff are ready, and the partnership is here to be formed for the candidate who chooses this builder era.

# CANDIDATE PROFILE

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## LEADERSHIP TEAM

The CEO partners in a collaborative internal culture with a team of six, including a Senior Director of Education & Content, Senior Director of Membership, Senior Director of Certification & Operations, Director of Marketing & Communications, Executive Projects & Events Manager, and a Membership Coordinator.

ATLIS is a remote-first organization, designed to support flexibility, focus, and access to talent, regardless of geography. ATLIS' team works primarily from home, collaborating through intentional systems, clear communication, and thoughtfully designed workflows. While the staff team comes together in person for key meetings and events, their day-to-day operations prioritize autonomy and outcomes over location. This model allows ATLIS to attract exceptional professionals, support work-life integration, and remain responsive to the evolving needs of members.

Relationship building with the staff team will be critical to the next CEO's leadership. There is also an expectation of significant domestic travel, up to 40%, to represent ATLIS and visit members, so the ability to balance these expectations with the leadership synergy that will be created with the staff is essential. The Board expects the CEO to design the appropriate work environment for the staff.

## QUALIFICATIONS

Essential qualifications include expertise as a strategic visionary with a strong business acumen, an entrepreneurial approach, a mature executive and leadership presence, effectiveness with humility, and a genuine love of accomplishing work through relationships. The next CEO's charisma, authenticity, high EQ, approachability and personal integrity will all be highly valued. The CEO's track record, leadership style, commitment to continuous learning, and confidence in their ability to apply their leadership skill set and organizational design abilities must align with this desired growth period. This moment is not a launch or a turnaround. Growth in the bottom line, membership, engagement, and TLIS certification through strategic partnerships, targeted value, and brand excellence is anticipated. Demonstrated history of similar previous successes is desired, paired with association best practices implementation.

Successful candidates must be open to extensive travel and will have a BA/BS in business, management, nonprofit management, information management, public administration, or a related field. Advanced degrees such as an MBA and certifications will distinguish desirable candidates. A CAE is preferred.

# PRESIDENT & CEO POSITION DESCRIPTION

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## OVERVIEW

The President and CEO is the key management leader of ATLIS and is responsible for developing a clear, strategic vision and plan for the organization in collaboration with the ATLIS Board of Directors. The President and CEO is responsible for the general, day-to-day administration of the affairs of the organization. The President and CEO serves as the chief executive officer for staff and the chief administrative officer for the Board of Directors. The President and CEO reports to the Board of Directors, and works with the Board to develop strategies to support the mission of ATLIS, developing and implementing the strategic goals and objectives of ATLIS.

## MISSION & GROWTH

- Work with the Board and staff to ensure the mission is fulfilled through strategic planning, programs, and outreach.
- Build strong and respected relationships with a variety of other independent school, technology, and association organizations, as well as the media and other stakeholder groups when doing so aligns with ATLIS's goals.
- Serve as a thought-leader in the independent school world, which may include writing articles for publications; presenting at regional, national, and international conferences; and partnering with organizations that further the mission of the organization.
- Oversee the planning, implementation, and evaluation of the association's programs and services to ensure those offered contribute to the association's mission and reflect the priorities of ATLIS's strategic plan.
- Direct the expansion of membership through innovative outreach opportunities.

# PRESIDENT & CEO POSITION DESCRIPTION

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## GOVERNANCE PARTNERSHIP

- Communicate effectively with the Board and provide, in a timely and accurate manner, all information necessary for the Board to make informed decisions.
- Assist the Board Chair in planning the agenda and materials for Board and Executive Committee meetings.
- Serve as a contributor to the ATLIS Board and Committees, without the right to vote.
- Lead the development of an active strategic planning process for the Board of Directors.
- Initiate and assist in developing policy recommendations, setting priorities, and establishing goals and objectives consistent with the mission and vision of ATLIS.
- Facilitate the orientation and onboarding of all board members in their roles, responsibilities, and proper governance practices.
- Assist in identifying and vetting board members and future leaders of the organization.
- Maintain records (agendas, minutes, policy acknowledgments, etc.) according to ATLIS's records retention policy.

## OPERATIONS LEADERSHIP

- Develop operational measures to ensure strategic objectives are being met within time, scope, and budget constraints, and that key stakeholder expectations of the association are anticipated and addressed.
- Oversee and implement day-to-day policies and 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.



# PRESIDENT & CEO POSITION DESCRIPTION

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## FISCAL STEWARDSHIP

- Develop and recommend an annual budget.
- Monitor compliance with the annual budget and approve all expenditures consistent with the annual budget.
- Ensure effective audit trails for all revenue and expenses, provide sufficient data and support to outside accountant for accountant's independent review or audit and preparation of annual taxes
- Submit periodic financial statements to the board of directors, finance committee, and treasurer; assist the treasurer in planning the agenda and materials for the finance committee meetings.

## PEOPLE LEADERSHIP & TALENT MANAGEMENT

- Determine staffing requirements for organizational management and program delivery.
- Develop and administer personnel policies consistent with state and federal laws.
- Exercise sole responsibility for ensuring, implementing, and overseeing proper hiring and termination procedures for all staff.
- Provide adequate supervision, evaluation, training, and motivation of all staff.
- Design and oversee a competitive compensation and benefits package, considering industry benchmarks and marketplace dynamics.

# SEARCH DETAILS

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## SEARCH PROCESS

The Search Consultant will begin reviewing resumes in early February 2026. Interested candidates are encouraged not to delay applications, as screening interviews will commence immediately. The Search Committee, will conduct semi-finalist interviews in March and finalist interviews at the Annual Conference in late April 2026. We anticipate May 2026 will see the completion of negotiations, legal review, and a signed contract; followed by announcements June 1. This timetable provides two to three months of notice for the successful candidate, with a start date between August 1 to September 1, 2026.

## COMPENSATION

The Board of Directors intends to compensate its CEO within the range of \$200,000 - \$230,000, taking into account experience and credentials. This includes a platinum health insurance coverage at 100% for the CEO and 75% for dependents, which also impacts the negotiation.

Compensation also includes the following benefits package: health, vision, dental, short and long-term disability, flexible PTO, 401(k); and professional development funds.

## APPLICATION SUBMISSION

When considering whether to apply for this executive leadership opportunity, please review the ATLIS Profiles, strategic map, and ATLIS's website at <https://www.theatlis.org>.

Submission requirements:

- Author a cover letter detailing your leadership experience's relevance to ATLIS' strategic focus, your ability to lead through this vital CEO transition, how you show up as a leader to Board and staff partnerships, and why you are the right builder for this moment.
- Ensure the accompanying resume includes more than a list of responsibilities by position and details specific accomplishments and their impact while holding the positions.
- Include your required notice period and earliest availability to begin employment.

Submission Deadline: March 8, 2026

Submit to: The Leaders' Haven via email to [CynthiaMills@TheLeadersHaven.com](mailto:CynthiaMills@TheLeadersHaven.com)