



# PRESIDENT

| August 13, 2025

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

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**Cardinal Spellman High School** first opened its doors in September of 1959 at a temporary location on Marmion Avenue in the Bronx. In May 1962, Archbishop Francis Cardinal Spellman personally dedicated the new school facility which covers thirteen acres on Baychester Avenue.

Co-institutional education was the innovative model chosen for the new school by the Archdiocese. Separate academic departments staffed by diocesan priests, De La Salle brothers and laymen as well as the Sisters of Charity of Mt St Vincent and laywomen were established. In the early seventies, the co-institutional model gave way to our current co-ed system, and there were appropriate faculty and administrative changes. The most recent major change in the organization of the school occurred in September of 1999 when we adopted the President/Principal model.

By May 1963, Cardinal Spellman High School was admitted to the University of the State of New York and thus accredited by the Board of Regents of the State.



## Position Summary:

The Spellman Board of Trustees is seeking candidates interested in and qualified to be School President. The President is the school CEO, overseeing all aspects of the school's operations, assisted by a Principal (chief academic officer), a CFO, an Advancement officer, and other lead administrative positions.

We remain committed to the original mission of the Christian Brothers and the Sisters of Charity – to provide a first-class education to those who otherwise might not have such opportunities. Spellman is an urban school with largely ethnic, working-class population families whose students have the talent and aspirations to be among the best. Candidates should be comfortable working in that environment.

## Mission Statement of Cardinal Spellman High School

Cardinal Spellman High School is the premier, independent, co-educational, college preparatory, Catholic high school in the New York Metropolitan area. Our mission is to promote an aspirational culture of virtue in a Christ-centered environment that encourages superior academic performance, leadership, and service. We strive to make our program available to all qualified students. We emphasize personal development, and we foster a commitment to others that empowers our diverse student population to become leaders who will make a difference in our community, nation, and world.

## Vision Statement of Cardinal Spellman High School

Cardinal Spellman High School provides a transformational college preparatory high school experience. We stress academic accomplishment, complemented by social development, athletic participation, and enjoyment of the arts, always remembering that we are a Catholic family sustained by faith, respecting all people, and serving God and each other with love.



## Position Criteria

### Catholic Identity

Spellman cherishes its history and purpose as a Catholic institution. The school president must embrace and promote his/her ministry in education:

- Be a practicing Catholic
- Promote Catholic values
- Encourage faith formation and advancement

### Strategic Vision and Strategy Leadership

Spellman aspires to be one of the premier secondary education institutions in New York. Parents and students today have far more options than in the past, competition for college placement has become even more challenging and donors have numerous worthy alternative demands. The Spellman President must lead in the creation and implementation of a successful strategy for the school:

- Create/lead (with the Board and school leadership) a strategy for the school that is differentiated:
  - Winning strategy for attracting top student talent
  - Winning strategy for college admissions
  - Winning strategy and educational environment that is attractive to top tier faculty
  - Winning strategy that is attractive to all donor types
  - A distinctive charism that embodies who we are/aspire to be
- Translate the strategy into action plans:
  - Academic
  - College admissions
  - Athletics
  - Arts
  - Student life
  - Administrative functions/plans
- Identify and build the capabilities needed to enact the strategy:
  - Academic/Athletic/Arts programs and facilities
  - College, academic, and personal student guidance
  - Faculty
  - Capital/Investment plans
  - Goals and metrics
  - Other

### Financial Health & Operations

The President must ensure the financial and operational health of the school – near term and long term.

- Develop a feasible annual budget and manage to the budget.
- Ensure proper financial controls are in place and utilized.

- Drive enrollment while maintaining academic and character standards.
- Enact financial metrics that identify potential emerging problems.
- Based on the agreed strategy, create a long-term financial vision.
- Create a rolling 4 year financial and investment plan.
- Lead advancement:
  - Alumni
  - Other donors
  - Grant sources
- Find and capture appropriate alternative revenue sources for the school.
- Manage the union relationship.
- Maintain and enhance a complex campus - 13 acres and 440,000 sq. ft. of building.
- Oversee school support services, staff and vendors.

### **Leadership & Culture**

No one person can do all the above alone. The school President will need to build a team and a culture that reinforces the strategy. The President must set the tone for the entire institution through actions, directions, engagement, and example.

- Infuse Catholic teachings throughout the day-to-day life of the school.
- Build, retain, and nurture a high-performance school leadership team and faculty.
  - Insist on performance and accountability.
  - “Lead” vs “manage” - empower team to act, coach them, and monitor outcomes, ensure accountability, make them successful.
  - Ensure a diverse team and inclusive culture.
- Ensure (with the Principal) ...
  - ...the balance of demanding standards, discipline/behavior, and nurturing that has long distinguished Catholic schools.
  - ...attentiveness to the “whole student” to ensure each can grow to their fullest potential.

### **External Relationships**

The President will be the face of the school and our chief ambassador to the outside world (aided by the Principal and other administrators as appropriate). The President should be a compelling and inspiring communicator.

- Manage Spellman’s relationship with the Archdiocese.
- Build positive, productive relationships with the Bronx, broader NYC, and lower Westchester communities.
- Create beneficial relationships with high school and higher education organizations.
- Ensure compliance with city, state, federal and certification agencies.

**Travel:** Some travel for donor meetings and to conferences as required.

**Salary:** Commensurate with background and experience (\$250,000+).  
Comprehensive benefit program provided by the client (details  
will be furnished to finalist candidates).

**Application Deadline:** December 31, 2025

*(We reserve the right to shorten the deadline for applications  
if we have sufficient interest. Please apply early to ensure your  
background will be considered.)*

**For consideration, please email resume to:**

Marie Keith  
Vice President, Education  
Catholic Recruiter Associates  
**[Marie@CatholicRecruiter.com](mailto:Marie@CatholicRecruiter.com)**

**Note:** Only those selected for an interview with the search  
committee will be contacted.

Search managed by:

**CATHOLIC RECRUITER ASSOCIATES**

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