



Diocese of
Rockford



ASSISTANT SUPERINTENDENT FOR OPERATIONAL VITALITY

July 31, 2025

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

The Roman Catholic Diocese of Rockford was founded in 1908 by Pope Pius X. **The Most Reverend David J. Malloy, D.D., J.C.L., S.T.D.** is shepherd to 413,526 Catholics. The Diocese of Rockford currently owns and operates a system of six central diocesan high schools, and twenty-nine elementary schools throughout northern Illinois comprising the counties of Boone, Carrol, DeKalb, JoDavies, Kane, Lee, McHenry, Ogle, Stephenson, Whiteside, and Winnebago. System-wide enrollment for the total number of students under Catholic instruction stands at approximately 23,500. There are 5,868 children enrolled in the diocese's twenty-nine grade schools, 2,935 enrolled in its eight high schools (6 diocesan, 2 private), and 19,771 enrolled in parish religious education programs.

Guiding Principles & Priorities for Catholic Schools

PRINCIPLES/ENDURING UNDERSTANDINGS

1. Catholic Schools Are a Priority of the Diocese of Rockford

- Our Catholic schools are an essential part of the Church's mission where the Good News of Jesus Christ is known, proclaimed, and lived.
- The responsibility of ensuring a vibrant future for our schools rests with all members of our Diocese.

2. Catholic Schools Are Stronger Together, Collaborating Effectively for the Good of All

- We operate as a unified system with a common purpose, while nurturing the unique qualities of each school.
- Embracing and celebrating our authentically Catholic identity strengthens our unity.
- This unity is evident in our tradition of supporting families, cultivating Catholic virtues, pursuing academic excellence, and developing faithful servant leaders.

3. Catholic Schools Are Called to Be Welcoming Communities Committed to Evangelization, Safety, Affordability, and Accessibility

- We partner with parents in the faith formation of their children.
- We welcome students of all backgrounds and cultures, providing a safe environment where every student feels a sense of belonging.
- Scholarships and need-based financial aid are available to ensure that every family seeking a Catholic education has access.

MISSION STATEMENT

As a ministry of the Diocese of Rockford, in collaboration with parents and parish communities, our schools are dedicated to forming disciples of Christ. Through a vibrant Catholic identity, faith-centered academic excellence, and a deep commitment to servant leadership, our students are prepared to effect positive change in the world.

Priorities/Initiatives for Continuous Improvement of Catholic Schools

- 1. Catholic Identity** – Prioritizing Catholic identity and evangelization allows schools to more fully live out their mission to educate, form, and inspire students, contributing to the spiritual growth and vitality of the Church. This focus ensures that Catholic teachings are integrated into every aspect of school life, providing students with opportunities to encounter Christ.
 - Relevant Standards: NSBECS Standard 1 (Mission and Catholic Identity), Standard 2 (Culture), Standard 3 (Discipleship), Standard 4 (Evangelization).
 - Initiatives: NSBECS Implementation, WCEA Accreditation Implementation, ARK (Religious Knowledge) Assessments, Updated Catechist Formation Program, Mission Statement Review, Robust Curated Resources, and Superior Support and Communication.
- 2. Academic Excellence** – Academic excellence complements the spiritual mission of Catholic schools, as both aim to develop well-rounded individuals. Through rigorous academics, students are equipped to think critically, solve problems, and approach challenges with creativity and insight. This emphasis prepares students for success in higher education and their future roles as leaders.
 - Relevant Standards: NSBECS Standard 7 (An Excellent and Rigorous Curriculum), Standard 8 (Assessment and Continuous Improvement), Standard 9 (Mission-Aligned Academic Program).
 - Initiatives: NSBECS Implementation, WCEA Accreditation Implementation, ARK Academic Assessments, Curriculum Review, Robust Curated Resources, and Superior Support and Communication.
- 3. Governance and Leadership** – Effective governance and leadership ensure that Catholic schools remain mission-focused, well-managed, and responsive to the needs of their communities. Strong leadership fosters a positive school environment and strengthens the capacity of schools to achieve their mission, sustain growth, and impact students, families, and the Church.
 - Relevant Standards: NSBECS Standard 5 (Governing Body's Role), Standard 6 (Leadership Team).
 - Initiatives: NSBECS Implementation, WCEA Accreditation Implementation, Institute a Standardized High School Governance Model, Training for Commission Members, Revitalizing Elementary Education Commissions, Implementing Governance Best Practices, Robust Curated Resources, and Superior Support and Communication.
- 4. Operational Vitality** – Emphasizing faithful stewardship and sustainability ensures effective fiscal management, resource allocation, and strategic planning. Prioritizing

operational health allows schools to build a stable foundation, ensuring their continued operation even during economic challenges. This stability enables schools to maintain their focus on the mission without the burden of financial uncertainties.

- Relevant Standards: NSBECS Standard 10 (Operational Vitality), Standard 11 (Financial Planning and Management), Standard 13 (Mission-Driven Institutional Advancement).
- Initiatives: NSBECS Implementation, WCEA Accreditation Implementation, Revamp CEO Web Site and Social Media, Balanced Budget Timeline, Five-Year Financial Report with Additional Metrics, Tuition Setting Practices, Tuition Assistance Plan, Facilities/Equipment Planning, Advancement, Marketing, and Enrollment Management Development, Robust Curated Resources, and Superior Support and Communication.

*Nurturing Families, Cultivating Catholic Virtues, Pursuing Academic Excellence, and
Forming Faithful Servant Leaders*

Position Title: Assistant Superintendent for Operational Vitality

Reports To: Superintendent of Schools

Location: Rockford, Illinois

Position Summary:

The Assistant Superintendent of Operational Vitality is a full-time, ministerial position based at the Diocese of Rockford Administrative Center. This leadership role supports the mission of Catholic education by providing strategic guidance and operational expertise to ensure the ongoing vitality and sustainability of Catholic schools throughout the diocese. The role covers areas such as financial oversight, strategic planning, facilities management, marketing, enrollment, advancement, accreditation coordination, policy guidance, and event logistics.

The Assistant Superintendent reports directly to the Superintendent and collaborates with the Diocesan Financial Office, Business Office, Communications, and Office of Charitable Giving to promote the best practices and streamline operational functions in schools. In cooperation with the Diocesan General Counsel, this role has responsibility for diocesan policy for schools, particularly in the areas of student discipline and faculty and staff counsel, correction, and improvement plans.

Essential Duties & Responsibilities:

Strategic Leadership

- Develop and support implementation of short-term strategic plans in alignment with the NSBECS.
- Work with school leaders to assess immediate needs around sustainability, enrollment, and advancement.
- Provide regular oversight, coaching, and accountability guidance to school leaders.

Financial Oversight

- Provide school's support in budgeting, financial planning, and tuition modeling.
- Offer guidance on scholarships, fundraising, and resource allocation.

Marketing & Enrollment

- Coordinate diocesan-wide marketing and enrollment strategies.
- Support schools in recruitment and retention efforts.
- Provide training and tools for enrollment management.

Communications & Branding

- Assist schools in strengthening their digital presence and communications.

- Produce and share reports and promotional materials consistent with diocesan branding.
- Work closely with the diocesan communications office to ensure aligned messaging.

Facilities Management

- Advise on facility maintenance and improvement planning.
- Assist with resource prioritization to address safety and functionality.

Development & Advancement

- Support advancement initiatives including alumni engagement, appeals, and grant efforts.
- Provide short-term coaching on donor cultivation and stewardship practices.

Collaboration & Support

- Serve as a resource to pastors, principals, and education commissions (school boards).
- Facilitate professional development in operational vitality.
- Strengthen partnerships with parishes and external stakeholders.
- Conduct regular school visits.
- Assist with the setup, planning, and logistics of diocesan events and principals' meetings.

Accreditation Logistics & Compliance

- Coordinate and manage the diocesan WCEA accreditation schedule, including school timelines, reporting requirements, and visit preparation.
- Ensure compliance with diocesan, state, and federal policies.
- Analyze and report on data related to enrollment, finances, and facilities.
- In cooperation with Diocesan General Counsel, ensure diocesan policies are enforced in all schools, especially in the areas of student disciplinary matters and faculty and staff counsel, correction, and improvement plans.

Additional Duties

- Perform any additional duties or assignments as deemed necessary to support the Superintendent of Catholic Schools.

Qualifications:

- Practicing Catholic in good standing with a deep commitment to Catholic education.
- Master's degree in education plus experience in business administration, communications, or a related field.

- At least five years of leadership experience in Catholic education or a comparable setting.
- Proven skills in financial management, strategic planning, and operational leadership.
- Strong interpersonal and communication skills with the ability to collaborate effectively.
- Familiarity with tools such as Word, Excel, Publisher, PowerPoint, Teams, OneDrive, FACTS, Constant Contact, Canva, and social media platforms.
- Website and content management experience preferred.
- Knowledge of the NSBECS and WCEA accreditation process.

Salary: Commensurate with background and experience.

Application Deadline: October 1, 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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