



St. Mary's Academy

MAGNIFY THE LORD



PRESIDENT

January 24, 2024

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

St. Mary's Academy has a rich tradition of Catholic education going back many years and combines the previous schools of Our Lady of Victory (PK8) and Our Lady of Mercy HS. The school's total enrollment is 348 students with 146 High School, 75 Middle school, and 127 PreK through 5th grade. There are 58 supporting faculty and staff and 85% of students receive financial aid. Reporting to the Superintendent of Catholic schools in the Archdiocese of Atlanta the President has overall responsibility for the financial, strategic and community facing aspects of the school's management all while maintaining the essential elements of Catholic identity as the school's foundation. This school is a jewel of Catholic education in rural Georgia. The class of 2023 achieved a 98.5% acceptance rate to college and a unique cyber security curriculum from which students can enroll in this career on the college level in a free tuition program, based on prescribed criteria.

Position Title: President

Reports To: Superintendent of Schools

Job Summary:

The President/Principal model has been found to be an effective management approach in segregating responsibilities of running a high performing Catholic school by bringing financial and strategic skills to the President role while sourcing exceptional academic administrative experiences for the Principal's function. In general, the model is organized functionally, where the president serves as the chief executive responsible for overall operations, while the principal has sole responsibility for ensuring curriculum, instruction, and extracurricular excellence.

The President is focused on:

- Mission and Catholic Identity
- Governance and Leadership
- Academic Excellence
- Enrollment Management

Essential Duties:

The Office of the President has as its primary purpose to provide leadership of the school in order to achieve the fullest attainment of the mission statement of St. Mary.

The President is the Chief Executive Officer of the Catholic High School and, as such, has the general charge and control of its personnel and budget; of its educational and Advancement programs; of its business affairs; and, of its facilities. The president is responsible for overall operations, while the principal has sole responsibility for ensuring curriculum, instruction, and extracurricular excellence.

The President is given responsibility and authority by the Archbishop of Atlanta through the Superintendent of Schools and is therefore accountable ultimately to the Archbishop for the fulfillment of school goals and for the execution of school policies.

The President serves as a role model for staff and students and bears ultimate responsibility for the integration of faith and learning within the school. The President oversees faith community affairs, academic affairs, and student affairs through the Principal. The President is responsible for ensuring sufficient resources and enrollment for the school through direct oversight of the external affairs of the school – business affairs and development affairs including fund-raising, communications, community relations, and enrollment management activities.

The President acts as the primary liaison between the school, the Advisory Council, the Archdiocese of Atlanta, the partner parishes and schools, and the broader Atlanta community. The President is ultimately responsible for the successful overall operation of the school through effective marketing for image, enrollment and resources as accomplished through effective planning and delegation of responsibilities to the administration, faculty, and staff.

Accountability

- The President is appointed and retained by the Archbishop of Atlanta and is supervised by the Superintendent of Schools.
- The President reports regularly to the Advisory Council and to the Superintendent of Schools regarding the operations and affairs of the school.
- The President's overall performance is evaluated annually by the Superintendent of Schools.

Supervision

The President supervises directly:

- The Principal
- The Director of Operations and the Director of Maintenance
- The Director of Advancement
- The Director of Admissions
- The Director of Alumni Affairs and selected non-teaching personnel

Responsibilities

- Oversight of all employees, volunteers, and contract workers. Direct reports include the Principal, Director of Operations, and the Director of Maintenance. The president is responsible for leading the Marketing, Enrollment, and Advancement teams.
- Secure the necessary human and financial resources required to carry out SMA's work plans and budget.
- The president is responsible for the overall staffing and resourcing of the organization. Specifically, that the labor force is continually assessed using clear measures of performance.
- The president is responsible for developing the procedures that supplement the policies established by the Superintendent: e.g. budget execution, staffing, nondiscrimination and anti-harassment, and others as required.
- The president provides to the Superintendent an SMA succession plan for key positions.
- The president ensures the SMA's budget is executed as authorized and appropriated by the board in accordance with generally accepted accounting principles.
- The president ensures the school is staffed and that employees have defined roles and responsibilities and clear and measurable performance expectations.
- The president ensures that SMA's hiring and employment processes and procedures are compliant with state and federal employment laws and regulations.
- The president ensures the SMA's infrastructure is maintained and meets the curricular and extracurricular needs of the school.
- The primary responsibility of the president is to establish an operationalized 12-month Marketing, Enrollment, and Development (MED) plan with clearly stated goals and measures of performance and a primary focus on increasing enrollment.

- The president is responsible for coordinating with the Archdiocese to capitalize on common functions: i.e. infrastructure, personnel, enrollment, marketing, academic, accounting, and others.
- The president develops a customer relationship management (CRM) contact plan (weekly, monthly, annually and 12-month). Maintaining positive and regular communications with the Archdiocese, community leaders, alumni, past parents, and current parents only as it pertains to advancement.

Note: The president is expected to spend the majority of time (65-75%) on marketing, enrollment, and development efforts. The time spent outside MED should be focused on infrastructure, human resources, and business management. The school's principal is responsible for academic and extracurricular excellence that distinguishes St. Mary's Academy from the region's other schools.

Education & Experience:

- Practicing Catholic with a strong knowledge of Catholic teachings
- Leadership experience
- BS/BA in Business Management, Nonprofit Administration, or related field
- Executive or operational management
- Marketing experience
- Proven communications skills

Other Skills & Requirements:

- Organized and detail oriented and interpersonal skills
- Face of the St. Mary's Academy community
- Effective interaction with the school council
- Ability to work under pressure and meet deadlines
- Strong interpersonal skills with decision-making and problem-solving abilities
- Exercises good judgment
- Ability to handle confidential information with professionalism
- Shows initiative and works independently with minimal supervision
- Ability, interest, and willingness to work with diverse staff and clients

Travel: Travel to visit parishes, partner schools, donors, and other functions requiring the attendance of the president. On-going professional development will be expected.

Salary: \$150,000-\$160,000 (depending on qualifications and experience). This position offers comprehensive benefits and retirement plan. Details available from Human Resources.

Application Deadline: March 1, 2024

(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:

Brent Morton
Vice President
Catholic Recruiter Associates
Brent@CatholicRecruiter.com

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

Search managed by:

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

P.O. Box 967
Ridgefield, CT 06877
Phone: (203) 438-8475
info@catholicrecruiter.com
www.catholicrecruiter.com