



ST. MARY'S
HIGH SCHOOL



PRESIDENT

| January 2, 2023

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

St. Mary's High School has a rich tradition of Catholic education going back 130 years. Beginning under the charism of education and religious devotion of the Sisters of Loretto in the late 1800s, the school has undergone several iterations of development. Today, resulting from the initiative and benevolence of parents, the school operates as an independent high school in the Catholic tradition since 1985. The school has a current enrollment of 159 students with a student to faculty ratio of 11:1. A rigorous academic curriculum, which balances classical education with a STEM focus, has resulted in 100% of the graduates moving forward to a college career. Student volunteer and community activities contribute toward a rich and balanced experience whose foundation is constructed on devotion to the Catholic faith.

Essential Duties & Responsibilities:

As an independent non-profit Catholic school, the board has adopted the president-principal model. 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 SMHS president reports to the board of directors and ensures the operation of the school is in accordance with the bylaws, governing policies, and the strategic plan. The president sets the leadership culture within the school and is responsible for ensuring that SMHS utilizes the *National Standards and Benchmarks for Effective Catholic Schools*, specifically:

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

Essential Functions:

- As the primary responsibility of the SMHS president, 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.
- In collaboration with the Strategic Alliance between the Diocese of Colorado Springs and SMHS, coordinate with the Diocese to capitalize on common functions, i.e., infrastructure, personnel, enrollment, marketing, accounting, and others.
- Develop a customer relationship management contact plan (weekly, monthly, annually and 12-month). Maintain positive and regular communications with the diocese, community leaders, alumni, past parents, and current parents only as it pertains to development.
- Engage with and lead the Board's Steering Committee for the development and construction of a new combined facility for the school.
- Ensure the operation of SMHS is in accordance with board governances, policies and the National Standards and Benchmarks for Effective Catholic Schools (NSBECS).
- Oversee all staff employees (non-academic). Resource and staff the organization, such that employees have defined roles and responsibilities. Continually assess the labor force using clear measures of performance as defined by SMHS policies.
- Direct reports include the Principal, Finance Manager, and Infrastructure Manager.
- Lead the Marketing, Enrollment and Development (MED) teams.
- Secure the necessary human and financial resources required to carry out SMHS's work plans and Budget.
- Ensure that SMHS hiring, and employment processes and procedures are compliant with state and federal employment laws and regulations.
- Develop procedures that supplement policies established by the board, e.g., budget execution, staffing, nondiscrimination and anti-harassment, and others required by the board.

- Provide a succession plan for key staff positions to the SMHS Board.
- Execute the SMHS's budget as authorized and appropriated by the board in accordance with generally accepted accounting principles.
- Maintain the SMHS infrastructure to support the curricular and extracurricular needs of the school.

(Note: The president is expected to spend the majority of time (>75%) on MED efforts. The time spent outside of these efforts should be focused on infrastructure, human resources, and business management. The school's principal is responsible for academic and extracurricular excellence as well as faculty supervision that distinguishes SMHS from the region's other high 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 with strong interpersonal skills
- Serve as the face of the St. Mary's community
- Maintain effective interaction and communication with the school board
- Ability to work under pressure and meet deadlines
- Strong character with the ability to exercise good judgment in decision-making and problem-solving
- Possess the ability to handle confidential information with professionalism
- Show initiative and work independently
- Possess the ability, interest, and willingness to work with diverse staff and clients

Travel: Minimal overnight travel.

Salary: This position offers comprehensive benefits and retirement plan. Details available from Human Resources.

Application Deadline: March 1, 2023

(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 search committee will be contacted.

Search managed by:

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