



ST. MICHAEL *the* ARCHANGEL
- CATHOLIC HIGH SCHOOL -



PRESIDENT

January 30, 2024

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

The Roman Catholic Diocese of Kansas City-St. Joseph serves nearly 124,000 registered Catholics and is led by **Bishop James V. Johnston, Jr.**

The Diocese was founded on August 29, 1956, combining the Diocese of St. Joseph (founded March 3, 1868) and the Diocese of Kansas City (founded September 10, 1880).

The Diocese is comprised of 27 counties in the State of Missouri: Andrew, Atchison, Bates, Buchanan, Caldwell, Carroll, Cass, Clay, Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison, Henry, Holt, Jackson, Johnson, Lafayette, Livingston, Mercer, Nodaway, Platte, Ray, St. Clair, Vernon, and Worth.

Position Summary:

St. Michael the Archangel High School in Lee's Summit, Missouri is seeking a person of deep faith and strong Catholic values to serve as President. The primary responsibility is to be the spiritual leader of St. Michael the Archangel High School and to communicate and promote Catholic values throughout the school community, including staff, students, and parents.

The President is directly responsible for the external affairs of the school, for ensuring sufficient resources, sound fiscal management, and financial stability of the school through direct oversight of the business operations, development, alumnae, community relations, and enrollment management activities.

The President promotes the good reputation and values of the school in acting as the primary liaison between the school, the School Board, and the Diocese. Working collaboratively with the school Principal, the Diocesan Priest Chaplain, and administrative staff, the President ensures that Catholic values permeate the entire culture and curriculum of the school.

Position Title: President, St. Michael the Archangel High School

Reports To: Superintendent of Schools

Essential Duties:

- Provide general oversight for the overall operations of the school including academics, school finances, advancement and fund-raising, promotions, public relations, alumnae relations.
- Enhance the school's Catholic identity by ensuring all programs and activities reflect the Catholic mission of the school.
- Serve as the chief representative of the school in dealing with the educational, civic, and diocesan communities.
- Collaborate with the Diocesan Chaplain to develop programs of formation for Board members and for other members of the school community.
- Collaborate with the principal and Diocesan Chaplain in developing Campus Ministry programs and retreats to advance the spiritual life of the students.
- Serve as executive officer of the School Board and ensure the implementation of all Diocesan policies and Board policies.
- Coordinate with the Board both short and long-range strategic plans for the school.
- Oversee all financial planning for the school and present the annual operations budget to the School Board for approval and monitor its implementation.
- Participate in the cultivation of major donors and solicitation of major gifts for the school.
- Ensure the maintenance and safety of the school plant according to local, state, diocesan, and Catholic Schools Office policies and directives.
- Manage multiple levels of direct reports, including staff development.

Knowledge, Skills, & Abilities:

- Make timely, well-reasoned decisions; intelligently analyze issues and balance fact-based analysis with intuition, information, and experience.
- Identify and implement strategic priorities and initiatives identified by the St. Michael the Archangel Board of Directors and the Diocese of Kansas City – St. Joseph.
- Demonstrate the ability to evaluate the financial and facility needs of the St. Michael the Archangel High School.
- Promote a sense of collaboration and teamwork; share information and learning; keep others informed to help promote Diocesan and school strategy and goals.
- Link mission, vision, values, goals, and strategies to everyday work.
- Earn trust and respect through consistent honesty and professionalism in all interactions.
- Use strong verbal and written communication skills to build effective relationships, exchange information clearly and concisely and to deliver new concepts, opinions, and ideas in a professional, timely manner with multiple levels of constituents.
- View service to internal and external stakeholders as a priority to continuously strive to meet and exceed needs, requests, and expectations.

Basic Qualifications:

- Practicing Catholic with ethical standards, personal integrity, and conduct consistent with the morals and teachings of the Catholic Church; includes faithful obedience to the Magisterium.
- Master's degree with minimum of 5 years relevant experience in leading a multi-million dollar organization.
- Experience should include most if not all of the following areas: marketing, fund raising, development, and strategic planning in a multi-million dollar organization.
- Willing and able to travel to school campuses and deanery parishes.
- Evening and weekend obligations are required.

Salary: St. Michael the Archangel High School offers a comprehensive benefits program, including medical, dental and vision plans, STD/LTD fully paid by the employer, retirement plans including a 403b plan and a defined benefit pension plan. Paid time off includes generous Vacation and Sick leaves, plus paid Holidays.

Note: All employees are required to consent to a background check, commit to our Code of Conduct policy, and complete online and in-person trainings prior to hire.

Application Deadline: April 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**](mailto:Brent@CatholicRecruiter.com)

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

Search managed by:

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