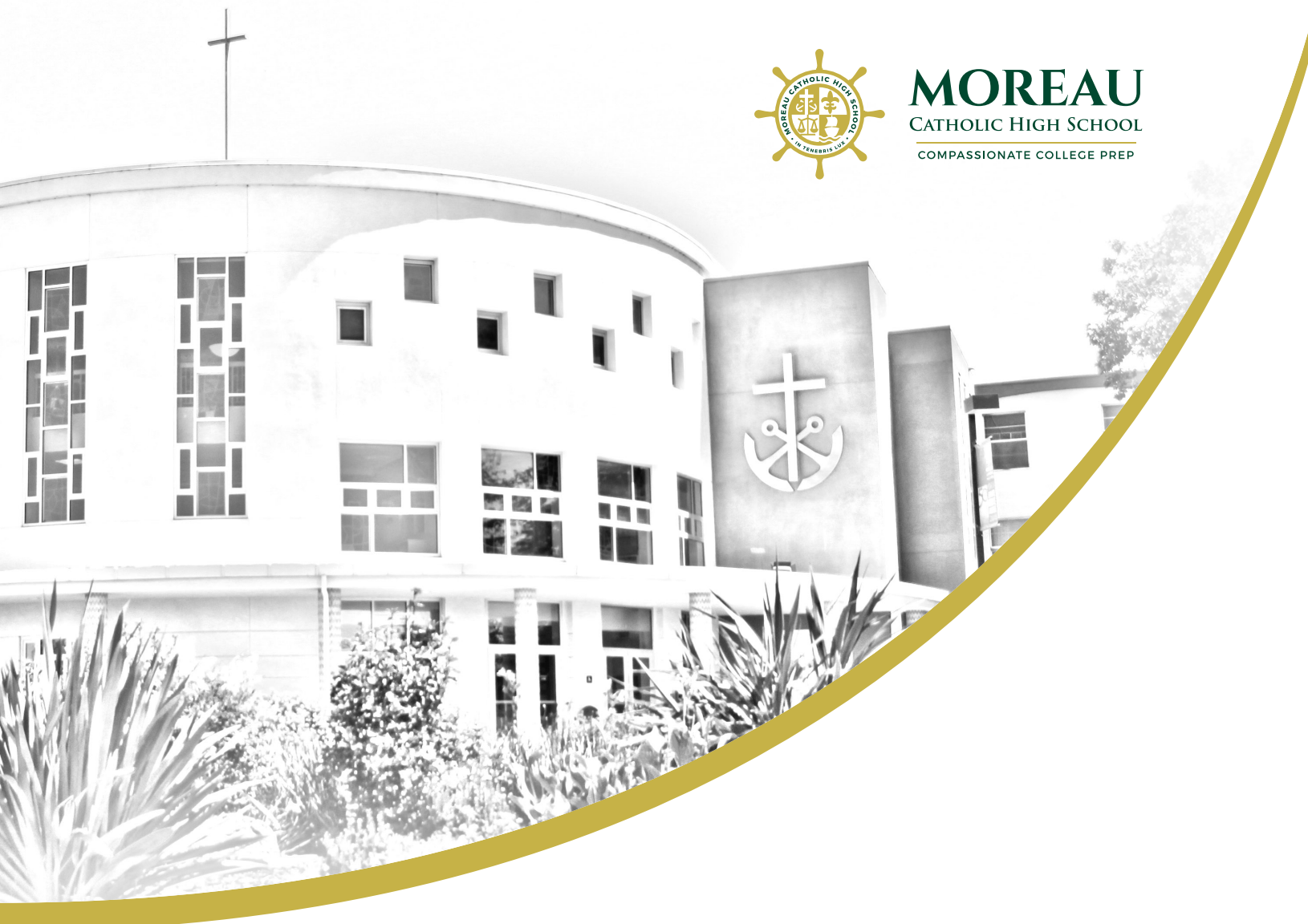




**MOREAU**  
CATHOLIC HIGH SCHOOL  
COMPASSIONATE COLLEGE PREP



Career Opportunity  
**DIRECTOR OF  
EXTERNAL RELATIONS**

*Beginning in June 2022*

**Moreau Catholic High School**  
Hayward, CA



## MOREAU CATHOLIC AT A GLANCE

**Enrollment 2021-2022:**  
784

### Student Body:

10.3% African-American  
42.6% Asian/Filipino  
7.7% European-American  
25% Hispanic/Latinx  
3.2% Native Hawaiian/  
Pacific Islander  
9.9% Multiracial or Other  
1.1% Declined to State

### Faculty:

59 full-time faculty with an  
average tenure of 11 years; 50%  
with advanced degrees

**Student to Teacher Ratio:**  
14:1

**Average Class Size:**  
25

**Financial Aid 2021-2022:**  
\$3.2 million in tuition assistance  
to families

**Tuition and Fees:**  
\$22,524

Visit our website at  
[moreaucatholic.org](http://moreaucatholic.org)



Founded in 1965 under the sponsorship of the Congregation of Holy Cross, Moreau Catholic High School emphasizes college-preparatory excellence in all programs designed to facilitate the informative, formative, and transformative needs of the individual student. Located approximately 25 miles southeast of San Francisco, in Hayward, California, the school is accredited by the Western Association of Schools and Colleges (WASC) and the Western Catholic Educational Association (WCEA). With 784 students, the co-educational student body reflects the rich ethnic and cultural diversity of the Bay Area, and the school has enjoyed a 100% collegiate matriculation. Our graduating seniors have been accepted into 1,000+ universities and colleges yearly, and have garnered, on average, between \$11-14 million in scholarships and grants.

## Mission Statement

Moreau Catholic High School is dedicated to the legacy and values of the Congregation of Holy Cross and its founder Blessed Basil Moreau. We are a college-preparatory school committed to outstanding achievement. As a community of faith, we prepare our students through academic, social and spiritual learning experiences that form and transform them as they become responsible citizens of our global community.

## Philosophy of Education

The fulfillment of the mission as Holy Cross educators is facilitated through the partnership between the family and school community. The knowledge, skills, and values taught to and embraced by students help them shape their future and the world.



Moreau Catholic High School enters into a partnership with the family and provides opportunities and guidance to higher levels of spiritual, social, and academic development. This partnership is given meaning through the legacy and values established by Blessed Basil Moreau, founder of the Congregation of Holy Cross. This partnership is enhanced by the spirit, vision, and collaboration shared among the entire school community and the Diocese of Oakland.

A Moreau Catholic High School education facilitates the formation of qualities such as integrity, justice, stewardship, love, compassion, and hope. The school aims to educate students to become people of values as well as scholars. By cultivating heart and mind, students become responsible citizens and a positive force in the transformation of our global community.

Through the college-preparatory curriculum, students become life-long learners and effective communicators. The school's commitment to outstanding achievement ensures that students become knowledgeable and skillful in areas of moral and ethical decision-making, critical thinking, accountability, technology and adaptability. Co-curricular programs enhance the academic and spiritual dimensions of the school by providing formative activities that foster community, leadership, creativity, and sportsmanship. These learning experiences

are achieved in a safe, caring educational environment facilitated by a professional and dedicated faculty and staff. Our inclusive, innovative and personalized approach encourages our students to find their voice and prepares them to confidently take on college and the world.

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As a community of faith, the school believes a Holy Cross education is centered in Christian values and adheres to high standards and expectations for individual achievement and social responsibility. Lived experiences such as prayer, liturgical celebrations, retreats, and community service give witness to the Catholic faith in the Holy Cross tradition. These experiences nurture dignity and respect for religious and cultural diversity. Moreau Catholic High School seeks a collaborative, inclusive, and engaging leader to join our Holy Cross family as our Director of External Relations.





## Director of External Relations

We seek a colleague who will bring the energy, charisma, and executive leadership experience necessary for Moreau Catholic High School to build on its tradition of outstanding achievement while elevating its profile and increasing the engagement and support of all community members.

Reporting to the President, the Director of External Relations is a key member of the President's Executive Leadership Team and ensures best practices are in place that effectively and efficiently advance the mission, values, and strategic goals of the school through the collaborative efforts of the advancement, alumni, admissions, and marketing and communications department.

With the partnership and support of the President, the Director of External Relations will establish priorities, objectives, measurable outcomes, and best practices for a comprehensive institutional advancement program that will include strategic marketing; intentional relationship-building; alumni and parent engagement; major, endowed, and planned giving; foundation support; annual fund; corporate and business support; volunteer engagement, and community outreach.

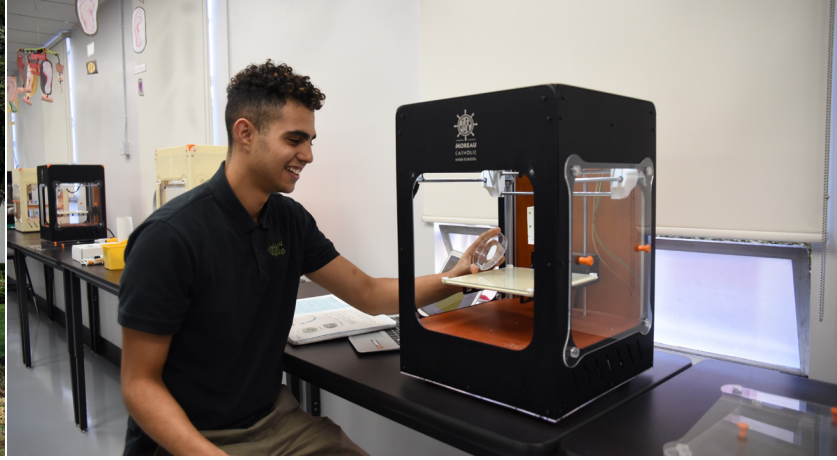
This highly relational leader will build a culture of outstanding achievement and accountability to ensure all community members are cultivated, honored, and engaged, organizational goals are attained, and our story is known. The Director of External Relations will be supported by an exceptional team of student-centered, mission-driven colleagues in the functional areas of marketing and advancement who are empowering the next generation of leaders while strengthening our organizational systems and processes. We look forward to welcoming and working alongside a new leader who embraces our Mariner mindset and helps us thrive.





## Qualifications & Qualities

- Passion for Catholic education with knowledge of the Holy Cross charism
- Bachelor's degree in business, leadership, education, or relevant field. An advanced degree in business, leadership, or other relevant field is preferred.
- Proven visionary fueled by the desire, energy, and professionalism needed to help Moreau Catholic High School grow
- Successful experience or demonstrated talent in executive leadership, relationship-building, institutional advancement, operational management, and marketing
- Energetic leader ready to strategically and actively manage the smooth functioning of the advancement and marketing efforts of the school and provide supervision, leadership and guidance to a talented team of direct reports
- Experience in effectively and joyfully leading people in a variety of roles to foster teamwork, transparency, and collaboration
- Exceptional communication, interpersonal, and public speaking skills that will inspire support, involvement and investment in the school's philanthropic initiatives and overall growth
- Accessible and approachable leadership style while being extremely visible and interactive on campus, at school events, and off-campus functions representing the school
- Ability to establish rapport and trust with a campus community, Brothers of the Holy Cross, Board of Trustees, Diocesan leaders, parents, alumni communities, foundation and community partners
- Excellent multitasker with an energetic, driving personality that proactively propels partnerships internally in the school and externally in the community
- History of working closely with foundations, foundation boards, and community partners
- Proven ability to act with discretion and maintain confidentiality
- Experience participating in the planning for or implementation of a capital campaign
- Experience in strategic planning and implementation with a focus on marketing and relationship-building



- Experience in constituent cultivation and oversight of a variety of programs and operations
- Demonstrated commitment to inclusion and working collaboratively with and learning from diverse constituencies
- Ability to be proactive and resourceful in problem solving in compliance with school policies and stewardship expectations.
- Ability to facilitate and increase engagement with alumni, foundation partners, corporate partners, and community members



## How to Apply

Interested candidates should submit the following materials confidentially as separate PDF attachments in one e-mail to [cadcock@moreaucatholic.org](mailto:cadcock@moreaucatholic.org) by April 22, 2022.

- Cover letter addressed to the Search Committee expressing interest that details reasons for perceived fit;
- Current resume with Education, Experience, and Related Professional Experience;
- List of five references with names, phone numbers, and email addresses for each—references will be contacted only with the candidate's permission.

Carla Adcock

Human Resources Manager

Moreau Catholic High School

27170 Mission Boulevard, Hayward CA 94544

[cadcock@moreaucatholic.org](mailto:cadcock@moreaucatholic.org)

510-881-4352

[moreaucatholic.org](http://moreaucatholic.org)

*Moreau Catholic High School is an Equal Opportunity Employer*





**MOREAU**  
CATHOLIC HIGH SCHOOL  

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COMPASSIONATE COLLEGE PREP

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