

BISHOP DUBOURG HIGH SCHOOL

Bishop DuBourg High School, an archdiocesan coeducational school in St. Louis, Missouri, seeks a President to start on or before July 1, 2023. The President serves as the Chief Executive Officer with overall responsibility for the management of the school. While the President supervises the Principal and the academic program, this position prioritizes engagement in the areas of enrollment, advancement, marketing and communications, finance and related business affairs.

Major Responsibilities:

- Insures the Catholic identity is strengthened and maintained among all constituencies.
- Provides visionary and strategic leadership to advance the school's mission.
- Engages actively in all efforts associated with enrollment management, advancement fundraising, marketing/communications, and alumni relationship development.
- Serves as the chief spokesperson and develops key relationships within and outside the school community.
- Supervises academic programs and policies through delegation of day-to-day responsibilities to the Principal.
- Hires, supervises, and evaluates all senior staff members.
- Monitors budgetary expenditures throughout the year.
- Coordinates strategic, long-range planning and annual budget development.

The successful candidate will be a practicing Catholic with proven leadership abilities and genuine interest in Catholic secondary education. He or she will possess an "entrepreneurial spirit" with strong collaborative and relationship-building abilities. Experience with fundraising a plus.

The President is a twelve-month position reporting to the Archdiocesan Superintendent for Secondary Education.

Applicants should submit a resume with a cover letter and three references with contact information (references will not be contacted until mutually agreed upon) by December 2, 2022. No phone calls please.

Please email all materials to jphelps@archstl.org.