



POSITION SUMMARY FOR THE PRESIDENT OF MARIAN CATHOLIC HIGH SCHOOL

MISSION OF MARIAN CATHOLIC HIGH SCHOOL

Marian Catholic High School is a Catholic, coeducational, college preparatory high school within the Dominican tradition of study, prayer, community, and preaching. Marian Catholic students seek truth, exhibit personal responsibility, cultivate their talents, and demonstrate ethical leadership and Christian service.

ROLE OF THE PRESIDENT

The President is the Spiritual CEO and Chief Executive Officer of the school, reporting to the Board of Directors. The President promotes a Christ-centered education that is distinctly Catholic and uniquely Dominican by embracing and upholding the teachings of the Catholic Church as well as the Dominican Pillars of prayer, study, community, and preaching.

The President is a collaborative and innovative entrepreneur who is responsible for the overall leadership and management of the school, ensuring that Marian Catholic excels in its mission to foster faith formation, academic excellence, spiritual growth, and community engagement. This includes overseeing the Executive Council, which consists of the Vice President for Instructional and Student Services/Principal, the Vice President for Institutional Advancement, the Vice President for Ministry and Mission, and the Chief Financial Officer.

Key responsibilities include promoting a Christ-centered community which is academically excellent, initiating long-range planning, and maintaining fiscal responsibility to ensure the school's continued strength and sustainability. The President will lead the community in embracing Marian Catholic's mission and values in all aspects of school life. Leadership responsibilities include, but are not limited to, the following:

FACILITATE FAITH DEVELOPMENT

- Partners with the Vice President for Ministry and Mission to promote the Catholic Dominican Identity of the school by fostering a culture where faith, prayer, and service are integral to the daily life of the school.
- Participates in public worship opportunities
- Ensures that Gospel values and Catholic Social Teaching are reflected in the school's policies, culture, and decision-making.

- Collaborates with the Dominican Sisters and other religious leaders to enhance the faith and spiritual formation of students, faculty, and staff.

EFFECTIVE LEADERSHIP, MANAGEMENT, AND COMMUNICATION

- Leads the strategic planning process to create and implement long-term goals that align with the school's mission and respond to evolving educational needs.
- Ensures effective school operations by empowering and guiding the Executive Council and fostering a collaborative and transparent leadership environment.
- Ensures financial sustainability by diversifying revenue streams, implementing sound fiscal management practices, and optimizing the use of school resources.
- Oversees the maintenance and growth of the school's physical plant in collaboration with the Director of Buildings and Grounds, ensuring that the facilities meet current and future needs.
- Implements sustainability initiatives to reduce the environmental impact of school operations and promote ecological responsibility within the school community.

ACADEMIC EXCELLENCE AND INNOVATION

- Partners with the Principal to uphold academic excellence, supporting the development of programs that challenge and engage students.
- Oversees the development of creative and exemplary academic and extracurricular programs, ensuring equity in education access and attracting and retaining qualified students, faculty, and staff.
- Promotes a culture of continuous improvement and innovation, including integration of technology and experiential learning opportunities.

ADVANCEMENT AND FUNDRAISING

- Collaborates with the Office for Institutional Advancement to enhance donor engagement and expand the school's donor network.
- Champions capital campaigns and endowment growth efforts to secure the financial future of Marian Catholic.
- Fosters strong alumni relations.
- Seeks new funding sources to support scholarships, facility improvements, and program development.

FINANCES

- Partners with the Chief Financial Officer to ensure the fiscal viability of Marian Catholic.
- Executes a long-range operating plan.
- Establishes and ensures sound management of scholarship and endowment funds.
- Approves and functions within the annual operating budget.
- Approves salaries, benefits, and employee contracts in collaboration with the Executive Council and the Board of Directors.

COMMUNITY AND PUBLIC RELATIONS

- Serves as the face of Marian Catholic in the wider community, representing the school at civic, religious, and public events to enhance its image and outreach.
- Builds relationships with community partners to strengthen the school's presence and impact.
- Supports marketing and recruitment efforts to attract and retain students who align with the school's mission and values.

BOARD OF DIRECTORS

- Works closely with the Board of Directors to safeguard the mission and future of Marian Catholic, providing regular updates and receiving strategic guidance.
- Participates in all Board meetings and ensures that decisions made by the Board are implemented effectively and transparently.

PREFERRED QUALIFICATIONS

- Practicing Catholic with a deep understanding of and commitment to the teachings and traditions of the Catholic Church, ideally with experience in Dominican spirituality.
- Master's degree or higher in education, administration, or a related field.
- 10+ years of senior leadership experience in Catholic education, with a proven track record of success as a President, Principal, or other executive role.
- Experience in strategic planning, fundraising, and financial management in a non-profit or educational setting.
- Demonstrated ability to support institutional excellence and innovation in a diverse and inclusive environment.

OPTIONAL QUALIFICATIONS

- Experience leading capital campaigns and managing large-scale institutional growth projects.
- Familiarity with the Chicagoland Catholic educational landscape and existing connections within the local community.
- Bilingual in English and Spanish to better serve the diverse Marian Catholic community.