



PRESIDENT
SEARCH PROSPECTUS

PASCO, WASHINGTON

JULY 2025



AT A GLANCE



1994

Founded



INDEPENDENT

Catholic school



23 ACRE

Campus in growing region



231

Students



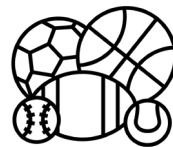
50%

of students receive financial aid



21

Average class size



20

athletic teams across nine sports



70%

of students participate in at least one sport



MISSION

Tri-Cities Prep, a Catholic High School, is dedicated to providing the highest quality academic instruction in a faith-centered environment. While preparing students for higher education, we strive to form Christian leaders spiritually, intellectually, physically and culturally.

HISTORY

Tri-Cities Prep, locally known as Prep, stands as the only Catholic college-preparatory high school in southeastern Washington. Incorporated in 1994 as "A Catholic High School Under the Patronage of St. Thomas Aquinas," Prep received the approval of the bishops of both the Spokane and Yakima Dioceses. With the guidance of Jesuits throughout the state of Washington, along with the tireless efforts of many in the local community, Tri-Cities Prep was able to welcome its first class of twenty students in August of 1998. The Ignatian roots of the school are reflected in the mission and guiding documents. Tri-Cities Prep operates as an independent school owned and governed by a board of directors.

Since its founding, the school has been a beacon of education and community, blending rigorous academics with an unwavering emphasis on personal and spiritual growth. This unique environment has flourished under strong, stable leadership, propelling the school to new heights during her tenure as the school's leader. The school enrollment has continuously grown, which prompted a recent capital campaign to build six additional classrooms.

POSITION DESCRIPTION

The President is the chief executive officer of Tri-Cities Prep whose primary duty is to safeguard the mission of the school which is to provide the highest quality academic instruction in a faith-centered environment. The President provides administrative leadership that supports and oversees all programs and personnel within Tri-Cities Prep to ensure that all decisions are made in support of the mission. The President is ultimately responsible for the spiritual and educational growth of the students, the spiritual and professional growth of staff, and the effective and efficient organization and operation of the school. The President maintains and strengthens the relationship with the Tri-Cities Prep community including stakeholders, donors, and Catholic organizations.

The President develops and maintains a network of relationships in the community which is vital for the development program and for general public relations. The President is the principal representative of the Board of Directors for official organizations, local entities, and the educational community. The President implements the policies of the Board of Directors.

The President is responsible for the coordination of efforts in planning, development, fund-raising, financial management, and public relations. The President is appointed by and reports directly to the Board of Directors and serves as a non-voting, ex-officio member of the Board of Directors.



DESIRED QUALITIES

- Be a practicing Roman Catholic and active in his/her faith community, contributing by word and example to the Christian atmosphere of the school
- Preference for previous experience contributing to or running an academic institution
- Possess a working knowledge of and experience with the latest proven educational practices
- Possess proven interpersonal, leadership, and people management/communication skills
- Be confident and articulate in public speaking and able to write clearly
- Act honestly and with integrity, accepting responsibility for all decisions; demonstrates integrity and fairness when dealing with student accountability
- Manage multiple tasks simultaneously and is a self-starter; balance work with the need for rest and relaxation
- Possess the ability to listen and respond to counsel and work cooperatively with a team
- Support, lead, and mentor in a manner that strengthens, inspires, and engages the faculty, staff, and volunteers
- Contribute to a positive, collaborative working environment; encourage shared responsibility in planning and decision-making
- Complete work in an organized, accurate, and timely manner
- Possess a professional demeanor in and out of Tri-Cities Prep; is a representative of the school at all times
- Be a visionary with creative ideas that promote Tri-Cities Prep and inspire the Tri-Cities Prep community
- Promote and foster a school environment that is welcoming, supportive, and fun
- Possess development and marketing skills that help maintain a healthy school enrollment
- Have a strong knowledge of school finances and the budgeting process





KEY RESPONSIBILITIES

The main responsibilities of the President of Tri-Cities Prep includes:

- Providing administrative leadership that supports and overseeing all programs and personnel within Tri-Cities Prep;
- Maintaining and strengthening the relationships within and external to the Tri-Cities Prep community;
- Overseeing fundraising and development activities;
- Overseeing efforts to increase student enrollment;
- Supervising communication and public relations; and,
- Overseeing the spirituality and educational vision within the school's mission.

MAIN DUTIES

- Administrative leadership that supports and oversees all programs and personnel within Tri-Cities Prep
 - » To confer regularly with the Administrative staff, and the Tri-Cities Prep Board of Directors to maintain communication and unified policies and procedures consistent with Tri Cities Prep's philosophy, mission, and policies.
 - » To provide regular and special reports to the Tri-Cities Prep Board of Directors regarding all programs within Tri-Cities Prep; at least once annually provide a state-of-the-school presentation at a meeting of the Tri-Cities Prep Board of Directors.
 - » To conduct regular meetings to identify goals to ensure collaboration among all Administrative staff.
 - » To conduct regular meetings and work collaboratively with staff to identify yearly goals and methods of measurement of said goals, and to provide support to achieve these goals when needed.
 - » To provide support as needed to the Administrative Staff in their interactions with faculty, staff, parents, and the entire Tri-Cities Prep community.

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- » To participate and make final decisions in the interviewing/hiring and dismissal of faculty and staff.
 - » To coordinate and oversee the implementation of all initiatives relating to the Tri-Cities.
 - » Prepare a Strategic Plan in cooperation with the administrative staff, teachers, and the Tri-Cities Prep Board of Directors.
 - » To develop and oversee the operating budget for Tri-Cities Prep in coordination with the Tri-Cities Prep Board of Directors.
- Maintain and strengthen the relationships within and external to the Tri-Cities Prep community
 - » To provide regular communication, as needed, with the Tri-Cities Prep community regarding any new developments at the school.
 - » To facilitate goodwill among faculty, staff, students, and volunteers by soliciting and following through on input and feedback from stakeholders; by encouraging and stimulating the professional and personal growth of faculty, staff, and volunteers.
 - » To increase the awareness of Tri-Cities Prep among the local and regional community.
 - » To represent the school at community events; the President's presence and interactions should be an active one.
 - » To preside at commencement ceremonies and other school convocations and to sign and confer, in the name of the Tri-Cities Prep Board of Directors, all certificates and honors voted upon.
 - » To serve as the liaison to the Spokane and Yakima dioceses of the Catholic Church.



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- Oversee fundraising and development activities
 - » To oversee grant preparation, the annual appeal includes identifying specific solicitations, and developing plans for capital campaigns in concert with the Director of Development, and the Tri-Cities Prep Board of Directors.
 - » To serve as master of ceremony at the annual auction.
 - » Work in collaboration with the Director of Development to grow development opportunities.
 - Oversee enrollment activities
 - » To manage relationships with counterparts at other Catholic partner schools.
 - » To manage relationships with counterparts at public schools (Superintendents, Principals, etc.).
 - Public relations and communication
 - » To oversee and approve content on the Tri-Cities Prep website.
 - » To serve as the primary contact for community events (in cooperation with the Director of Development)
 - » To serve as media spokesperson (Tri-City Herald, TV, and radio) in cooperation with the Director of Development.
 - » To oversee the branding program in cooperation with the Director of Development.
 - Oversee the spirituality and educational vision within the school's mission
 - » To formalize and implement the educational vision in terms of the directives of the Catholic Church in concert with the Campus Minister, teachers, and staff.





- » To educate the public about the school's mission and look for opportunities for spiritual enrichment.
- » To bring a spirit of prayer and discernment to decision-making and make decisions that advance the mission and philosophy of the school.
- » To continuously evaluate the mission of the school and maintain a genuine interest in the spiritual growth of Tri-Cities Prep.
- » To challenge the community to strive for excellence in every dimension of Catholic education.

To direct, promote, coordinate, and supervise all the educational activities of the school and carry out the policy of the Board of Directors and its directives.

ABOUT THE AREA

The Tri-Cities area in Washington state, consisting of Kennewick, Pasco, and Richland, is a vibrant and rapidly growing region that offers a unique blend of small-town charm and big-city amenities. Nestled in the heart of the Columbia Basin, this area boasts a sunny, dry climate, with over 300 days of sunshine a year, making it a perfect destination for outdoor enthusiasts. From hiking and biking in the nearby hills to boating on the Columbia River, there is no shortage of recreational opportunities. The region is also home to a thriving agricultural community, producing world-class wines, fruits, and vegetables, creating a dynamic food scene with farm-to-table dining options.

In addition to its natural beauty and outdoor lifestyle, the Tri-Cities area offers a highly affordable cost of living compared to many other parts of Washington. Housing prices are reasonable, and the job market is strong, with a diverse economy driven by energy, technology, and healthcare industries. The area also boasts excellent schools, a welcoming community, and family-friendly neighborhoods. Whether you are looking to raise a family, or enjoy a peaceful, yet active lifestyle, the Tri-Cities has something for everyone.



APPLY

To apply, please submit the following materials as separate PDF attachments in one email to kpietrantonio@partnersinmission.com.

- Cover letter that aligns your experiences and skills with the school's current needs as you understand them.
- Current resume with all appropriate dates included.
- Statement of Catholic educational leadership philosophy.
- List of five references with names, physical addresses, phone numbers, and email addresses. No references will be contacted without your knowledge and approval.
- Include "Tri-Cities Prep" in the subject line.



Assemble all of the application materials in one email to:

Kyle Pietrantonio, Partner
Partners in Mission School Leadership Search Solutions, LLC
kpietrantonio@partnersinmission.com
202-390-0230
www.partnersinmissionslss.com



partnersinmissionslss.com