

January 2025 - Job Description for McNicholas High School President

Mission:

Archbishop McNicholas High School is a co-educational, Catholic high school whose mission is "to inspire young men and women, through Catholic faith formation and academic excellence, to become compassionate leaders and grow toward Full Stature in Christ."

Title: President

Classification: Full-time, Exempt

Authority and Relationship:

The Board of Limited Jurisdiction recommends the appointment of the President to the Archdiocese of Cincinnati, which determines the terms and conditions of the President's employment with McNicholas. The President is accountable to the Board, the Archbishop, and the Superintendent of Catholic Schools. The Executive Officers of the Board, or its designees, will conduct an annual review of the President's performance and participate in the Archdiocesan assessment of the President.

Summary:

The President is the chief executive officer of McNicholas, responsible for implementing the school's Catholic mission and strategic vision. The President leads institutional growth by overseeing the administrative leadership team responsible for faith formation, academics, advancement, enrollment, marketing, communication, technology, finances, and facilities.

Duties and Responsibilities:

- The President will model, articulate, and direct the execution of the Catholic mission, vision, and strategic direction of McNicholas.
- The President works with the Board to develop the school's strategic plan. Once adopted by the Board, the President implements the principles, objectives, policies, and procedures of the strategic plan, ensuring accountability for goal attainment by staff, community, and key stakeholders.
- As the primary faith leader, the President collaborates with the administrative leadership team to promote and ensure the school's Catholic identity.
- The President will implement and enforce school policies developed by the Board. In conjunction with the Board, the President formulates policies on long-range and strategic issues including, but not limited to, mission statement, bylaws, internal Board proceedings, enrollment, employment, facilities, safety, and financial procedures. The administrative team, under the President's direction, will develop all policies related to operations of the school including, but not limited to, academic policies and programs, admission processes and decisions, administrative and faculty staffing and evaluation, student behavior, and curricular and extracurricular development and activities.

- The President, in coordination with the Principal and Safety and Security Officer, ensures the safety and welfare of students, faculty, and staff. The Principal will develop and implement the school Crisis Plan and School Safety Plan.
- The President is responsible for the recruitment, employment, orientation, evaluation, professional development, retention, and termination of all employees under direct supervision, including the Principal, Director of Finance, Director of Advancement, Director of Enrollment and Communications, Director of Technology, and Director of Facilities. The President and Principal co-sign all faculty employment contracts and foster a collaborative, professional atmosphere among employees.
- The President supervises the Director of Finance in managing all financial activities, including the development of the annual budget, fiscal stewardship, preparation for financial reviews, management of investments, endowments, financial aid, scholarships, grants, debt service, and funding for athletic programs and facilities.
- The President oversees business operations, including human resources policies, facility maintenance, and capital improvements (including Athletic facilities), vendors and contractors and the delegation of specific responsibilities to the Director of Finance and Director of Facilities.
- The President, in coordination with the Principal and Director of Technology, will assure the implementation of a school-wide technology plan.
- The President will oversee the advancement office and work with the Director of Advancement to define and achieve annual fundraising objectives, including endowment, annual giving, and capital initiatives. The President will also manage relationships with potential donors and solicit grants and donations from alumni, foundations, and organizations.
- The President is the school's key spokesperson and primary public face to both the school community and external stakeholders. The President works with the Director of Enrollment and Communications, and the Director of Advancement to develop and implement an annual marketing plan to support student recruitment, retention, fundraising objectives, and promote the school and its Catholic mission to the broader community. The President will also communicate regularly with parents, faculty, and staff on matters under the President's purview and attend various school and community events.
- The President supervises the Director of Enrollment and Communications in managing the student enrollment process from inquiry through admission, meeting target enrollment goals.
- The President ensures compliance with all legal and contractual requirements related to finance, operations, advancement, admissions, and staffing.
- In collaboration with the Principal, the President prepares and publishes the school calendar.
- The President serves as the school's primary liaison to the Board, bringing updates, concerns, recommendations, resource requirements, and major issues to the Board's attention.

- The President plays a key role in supporting the Board's governance and fiduciary duties by actively participating in Board meetings, preparing detailed administrative reports, and presenting well-informed recommendations for Board review. In close collaboration with the Board Secretary, the President's office ensures the accurate maintenance of records for all Board proceedings and works with the Board President to develop the agenda for each Board meeting and the distribution of meeting materials for Board meetings.
- The President serves as a non-voting member of the Board and the Board Executive Committee, and as a voting member of all Board committees.
- The President, in coordination with the administrative team, is responsible for periodic updates to the Employee Handbook and for communicating and implementing handbook guidelines and policies.
- The President serves as the primary school representative to the Archdiocese of Cincinnati and is committed to being respectful of the history and legacy of the Sisters of St. Joseph.
- The President may be required to perform duties not specified in this job description as required for the successful operation of the school and agreed upon with the Board and/or the Superintendent of Catholic Schools.

Qualifications/Requirements:

- A practicing Roman Catholic committed to the mission, vision, and values of Archbishop McNicholas High School.
- Exceptional communication and interpersonal skills, with a proven ability to engage and inspire a wide range of stakeholders.
- Knowledge of Catholic secondary education programs and practices with strong skills in strategic planning and mission effectiveness.
- Solid financial skills in budget management and strategic financial planning.
- Demonstrated ability to successfully lead and solicit in fundraising or similar transferable skills in institutional development.
- Proven success managing and developing a leadership team, demonstrated through careers in education, non-profit, or corporate settings.
- Experience working with Boards and engaging volunteers and donors to support a mission-driven organization.
- Ability to complete all requirements of the Decree on Child Protection for the Archdiocese of Cincinnati.
- Bachelor's degree required; Advanced degree preferred.

Applications: Interested candidates should submit a cover letter, resume, and at least three professional references (references will be contacted once finalists are determined) to Dan Eddingfield of Field Development Consultants at: daneddingfield@gmail.com