

Job Description – President of School

Role Overview – President of Nativity Preparatory School

The President, as CEO, embodies the overall Salesian leadership and Oblate Mission for all aspects of the Nativity School's program including fostering the traditions, relationships, and practices that determine the school's climate and culture. The President is the sole employee of the board of trustees and is responsible for the overall leadership of the school in accordance with the board's policies. The President is the spokesperson for the school with all constituencies including students, the Principal of the school, parents, faculty, staff, alumni, neighbors, business community, governmental agencies, local, state, regional, and national educational organizations and accrediting agencies. The President, as the leader of the school, has overall responsibility for board relations, curriculum and instruction, student life, business and financial matters, admission, and advancement.

Board Relations

The President advises the board and is an ex-officio non-voting member of the board and all board committees.

The President:

- Keeps the board informed of all matters relating to the school through reports or immediate communication following major school events or happenings.
- Provides data to assist the board in its work.
- Makes recommendations to the board for approval of operating and capital budgets, including all categories of income and expenditures.
- Assists board chair and/or executive committee in setting board committee meeting agendas and topics for discussion.

Business, Finance, and Plant Operations

- Understands and supervises the business functions of the school including budgeting, monitoring and reporting income, expenses, investments, and cash flow; maintenance of appropriate records; and assisting the school's accountants and auditors.
- Is responsible for all employment and human relations matters such as contracts, salaries, benefits, stipends, job assignments, job orientation, performance evaluation, retentions and dismissals, personnel records, employee handbooks, etc.
- Oversees plant and equipment operations and maintenance.
- Plans and executes all capital purchases, repairs, and building projects.

School Program

- Works with the school Principal to uphold the academic and ethical standards of the school. This includes ensuring academic rigor and strong outcomes, graduate support, summer and after school programs, and admissions.
- Ensures professional development for faculty.

Admissions and Marketing

- Supervises the admissions functions of the school, including recruitment programs, internal marketing, external outreach, website and social media development and maintenance, information dissemination, and any applicant testing and interviewing.

Advancement and Fundraising

- Plans and leads the school's fundraising programs such as the annual fund, capital campaigns, planned giving, and major events.
- Leads the school's development efforts in identifying, cultivating, thanking, and communicating with past and prospective donors and foundations.
- Oversees the school's relations with its alumni including development and maintenance of the alumni database, communications programs, graduate support, and special events.
- Supervises all volunteer efforts such as those donated by individuals or school groups, booster clubs, alumni council, etc., all of which report to the President of the school or his/her designee.

Competencies:

- Fundraising – Demonstrated fundraising skills and outcomes
- Vision and Leadership – Willingness to lead and provide big picture direction
- Dependability – Reliable and complete fulfillment of responsibilities
- Time Management – On time completion of tasks and duties
- Integrity – Honest and trustworthy person
- Energy – Vibrancy builds momentum about programs and the school
- Curiosity – Interest in learning and growing
- Resiliency – Personal strength and perseverance during difficulties
- Approachability – Accessible and open style to listen and encourage

Qualifications:

- Proven leadership in a relevant field
- A visible record of successful fundraising and donor relations
- An understanding of the field of education
- Demonstrated capacity for articulating an educational vision that incorporates the best aspects of a Catholic education

Interested Candidates:

START DATE: To Be Determined

SALARY/BENEFITS: Competitive Salary and Benefits

APPLICATION: Send Letter of Intent and resume to search@nativitywilmington.org