



PRESIDENT OF CRISTO REY DALLAS COLLEGE PREP JOB DESCRIPTION

As Chief Executive Officer, the President leads Cristo Rey Dallas College Prep to achieve its mission as a member of the national Cristo Rey Network and its distinctive mission in Dallas to prepare local students for successful college completion. Cristo Rey Dallas College Prep is an endorsed ministry of the School Sisters of Notre Dame.

The President (as CEO of the school) is hired by and accountable to the Cristo Rey Dallas College Prep Board of Directors.

The President has overall responsibility for the management of Cristo Rey Dallas College Prep. The President will lead the school in development, implementation, maintenance, and monitoring of an exceptional program that supports and promotes the school's mission and values with particular emphasis on the religious and spiritual orientation of the school, especially as it relates to living out the charism of the School Sisters of Notre Dame. The President must be Catholic.

The President will be the school's visionary leader and principal institutional spokesperson to all of the school's constituents. The President will articulate the school's aspirations for its students and for the school's place in the community.

The President leads and directs the school's administrative team to accomplish stated goals to achieve the mission. The President's primary responsibilities include:

N.B. There has been no effort to prioritize these duties, as all will take on priority importance at different times and seasons throughout the year.

- Represents the school internally and externally, communicating the mission and programs of Cristo Rey Dallas College Prep to the school's various publics, including representing the school at civic, religious and other public functions.
- Promotes Cristo Rey Dallas' particular role and profile in the larger community so that the school is seen as a significant part of the mosaic of school choices in Dallas.
- Provides spiritual leadership to permeate students, faculty and staff with the fundamental Catholic values and beliefs of Cristo Rey Dallas College Prep's mission.
- Communicates the mission and goals of Cristo Rey Dallas College Prep clearly and enthusiastically.
- Works closely with the Executive Committee and the Board of Directors; communicates clearly and timely on matters impacting the school; is an *ex-officio* member of all standing committees and participates in their meetings; and provides assistance in setting various agendas.
- The President is responsible for collaborating effectively with the Board Chair and other members of Board leadership to ensure that the Board of Directors is properly supported by the school administration and is comprised of members who can help the school achieve its mission.
- Instigates and leads or assists leading strategic and master planning for Cristo Rey Dallas, including envisioning facilities, staffing, and programming, as well as attaching a high-level financial plan to such efforts.

- Ensures that the academic program and academic support are consonant with the Cristo Rey Network standards that prepare students for college completion and successful professional life.
- Ensures that the school maintains its accreditation status by complying with its current accrediting agency's standards.
- Pursuant to the Board-approved budget, provides final approval for financial affairs, including the management and use of scholarship and endowment funds, tuition and fee schedules, debt service and bank negotiations. Pursuant to the school bylaws and directives of the Board of Directors, approves expenditures beyond those already provided for in the approved budget.
- Ensures that appropriate accounting systems and internal controls are in place and maintained, and provides regular financial reports to the Directors of all funds and assets of the Corporation and all income and expenditures pertaining to its operations.
- Pursuant to the annual operating budget approved by the school's Board of Directors, determines the school's organizational structure and gives final approval of the faculty/ staff salary scales, stipends and benefit packages.
- Provides support and leadership in the ongoing efforts to secure and retain corporate job sponsors, which is vital to the financial success of the school's mission.
- Serves as the school's liaison and follows the 10 Cristo Rey Network Mission Effectiveness Standards and Mission Statement.
- Serve as the school's chief fundraiser. Approves all fundraising and advancement projects and events, including annual and special fundraising campaigns, all public relations and marketing.
- Engages in regular and frequent community activity that not only advances the Cristo Rey mission but that also situates the President to solicit support at 5-, 6-, and 7-figure levels.
- Ensures that the right people are hired and retained for the right positions and supports them in their growth and professional development.
- Ensures that the school provides a safe environment, that campus-wide facilities and grounds are well-maintained, and that its technology is continually upgraded to be state-of-the-art.
- Delegates responsibility and authority appropriately to others and holds them accountable for achieving results.

Qualifications Preferred

First and foremost, the President must be committed to education reform – particularly for traditionally underserved students – and have passion for the distinct mission, values, academic standards, and Catholic identity of the Cristo Rey Network such that s/he can inspire people to support this unique education model.

- Awareness of and commitment to the Catholic traditions of education service and social justice, the credibility to lead and represent a Catholic organization with integrity, and facility for working well with diverse Catholic church leaders, lay and clerical.
- Exceptional communication and interpersonal skills including proven ability to engage and inspire a wide range of stakeholders, build creative and mutually beneficial relationships within the philanthropic, corporate, public, and nonprofit sectors.
- Proven fundraising and/or revenue generating success, preferably in the non-profit sector and with foundations.
- Demonstrated ability to achieve projected outcomes across a spectrum of goals—financial, fundraising, academic, institutional stability.
- Significant visionary leadership and management experience, with demonstrated success in addressing immediate organizational needs but driving toward longer-term goals with buy-in from all stakeholders.

- The executive presence to inspire organizational and professional confidence, passion and persistence in an ambitious, fast-paced, and results-oriented period of growth, all while maintaining a positive work environment.
- The maturity and wisdom required to optimize Board members' engagement in the mission.
- Strategic planning experience and execution capabilities.
- Strong budget management skills.
- Preferably, previous experience in the education sector and/or the sensibilities and perspective necessary to validate his/her leadership in a school.
- Critical thinking and problem-solving skills, including evidence of enhancing an organization's financial strength and sustainability.
- Urban experience with people of limited income.
- Unquestionable integrity.
- A Bachelor's degree and, preferably, a graduate degree.
- Ideally, fluent in Spanish

Compensation

The salary for the role is competitive.

Cristo Rey Dallas Mission Statement

Cristo Rey Dallas College Prep (Cristo Rey Dallas) is a Catholic, college preparatory school for students of all faiths who cannot otherwise afford a private education. Cristo Rey Dallas nurtures and challenges young men and women to recognize and realize their full potential as they grow to love God, respect others and serve their community. Each student participates in the Corporate Work Study Program (CWSP) which offers a weekly work study experience for all four years.

History of the Cristo Rey Network

When Cristo Rey Jesuit High School opened under the leadership of John P. Foley, S.J. in 1996, it introduced a highly innovative integration of academic and professional experience to Catholic secondary education in the United States. The model had immediate appeal, first to Catholic educators across the country and soon after to prominent philanthropists committed to educational reform.

Through the talent and commitment of local communities and generous and enthusiastic support from philanthropic investors, the Cristo Rey Network has grown over the last 20 years from a single school in south Chicago to a national network of 32 schools. During a period when traditional Catholic schools were shuttering their doors at an alarming rate, the Cristo Rey Network has grown into the largest network of high schools in the country that exclusively serves low-income students.

Cristo Rey Network Mission Statement

The Cristo Rey Network® empowers thousands of students from underserved, low-income communities to develop their minds and hearts to become lifelong contributors to society. By providing students an extraordinary college preparatory education and a unique four-year, integrated corporate work study experience.

As a member of the Cristo Rey Network, a Cristo Rey school:

1. Is explicitly Catholic in mission and enjoys Church approval.
2. Serves only students with limited economic resources and is open to students of various faiths and cultures.
3. Is family centered and plays an active role in the local community.
4. Prepares all students to enter and graduate from college.
5. Requires participation by all students in the Corporate Work Study Program.
6. Integrates the learning present in its work program, classroom and extracurricular experiences for the fullest benefit of its students.
7. Has effective administrative and board structures, and complies with all applicable state and federal laws.
8. Is financially sound.
9. Supports its graduates' efforts to obtain a college degree and enter post-college life as productive, faith-filled individuals.
10. Is an active participant in the Cristo Rey Network.