



Job Description

President

Date Modified: November 2019

FLSA Classification: Non-exempt

Overview

As Chief Executive Officer, the President leads Cristo Rey Ft. Worth High School to achieve its mission as a member of the national Cristo Rey Network. The President (as CEO of the school) is hired by and accountable to the Cristo Rey Ft. Worth High School Board of Directors.

The President has overall responsibility for the management of Cristo Rey Ft. Worth High School. 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 special emphasis on the religious and spiritual orientation of the school. 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 leads and directs the school's administrative team to accomplish stated goals to achieve the mission. The President's primary responsibilities include:

Duties & Responsibilities

- Represents the school internally and externally, communicating the mission and programs of Cristo Rey Ft. Worth High School to the school's various publics, including working with parent groups and representing the school at civic, religious and other public functions.
- Provides spiritual leadership to permeate students, faculty and staff with the fundamental Catholic values and beliefs of Cristo Rey Ft. Worth High School's mission.
- Communicates the mission and goals of Cristo Rey Ft. Worth High School clearly and enthusiastically. Works closely with the Executive Committee and the Board of Directors; communicates clearly and timely on matters impacting the school; is a member of all standing committees and participates in their meetings; and provides assistance in setting various agendas.

- Collaborates 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.
- 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 to the Cristo Rey Network and ensures implementation of Network Mission Effectiveness Standards and Mission Statement.
- Serves 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.
- Ensures that the right people are hired and retained for the right positions and supports them in their growth and professional development.
- Delegates responsibility and authority appropriately to others and holds them accountable for achieving results.

Personal Qualifications

- 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 to work 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.
- 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.
- Significant visionary leadership ability to address immediate organizational needs while driving toward longer-term goals with buy-in from all stakeholders.
- Exceptional critical thinking, problem-solving, organizational analysis and management skills.
- Strong financial acumen and budget management skills.
- Proven ability to inspire board members to optimize their engagement in the mission of the school.
- Openness to personal growth and lifelong learning.
- Unquestionable integrity.

Professional Experience

- Proven executive leadership of an organization including significant experience with strategic planning, execution, and performance-based management.
- Demonstrated executive leadership experience with successful implementation of innovative, sustainable systems, processes, and procedures.

- Leadership experience with establishing organizational goals and performance measures, timelines, rollout and implementation plans, monitoring, evaluation and accountability models.
- Demonstrated experience with the hiring and development of high-performing teams, including professional growth opportunities.
- Proven successful experience in planning and leading organizational growth and development including integration of internal and external elements of climate and culture.
- Proven fundraising and/or revenue generating success, preferably in the non-profit sector and with foundations.
- Demonstrated experience with successful financial planning, budget oversight and management including evidence of enhancing an organization's financial strength and sustainability.
- Previous or current experience in the education sector and/or the sensibilities and perspective necessary to validate his/her leadership in a school.
- Experience with leading and working in an ethnically and economically diverse community.
- Bachelor's degree required, graduate degree preferred.

Compensation

Competitive salary commensurate with experience.

Candidates interested in shepherding this School's vision to graduate future leaders who are committed to a life-long pursuit of learning, faith, and social justice are encouraged to contact Cristo Rey Fort Worth High School's search consultants Karen Drawz and Marci McLean at either karen@educationgroup.com or marci@educationgroup.com. To learn more about Cristo Rey Fort Worth High School and the Cristo Rey Network, please visit www.cristoreyfortworth.org or www.cristoreynetowrk.org.