

President's Job Announcement



Missoula Catholic Schools

Missoula, Montana

Missoula Catholic Schools, composed of St. Joseph's Elementary School and Loyola Sacred Heart High School, seeks applications for the position of President.

Missoula Catholic Schools is a Roman Catholic School system that is part of the Diocese of Helena, Montana. It was founded on the charism and teaching philosophy of the Jesuit Fathers and Sisters of Providence. Since its beginning in 1873, MCS has exhibited academic excellence. St. Joseph's Elementary and Middle School is a diocesan co-educational Catholic school, which provides a comprehensive and challenging educational opportunity for students from early education through 8th grade. Loyola Sacred Heart High School is a diocesan Catholic, co-educational high school committed to providing a high-quality college preparatory educational program. The current enrollment of MCS is approximately 400 students from a variety of religious faiths and backgrounds. Missoula Catholic Schools are accredited by the Office of Public Instruction, and the Western Catholic Educational Association (WCEA). Loyola Sacred Heart High School is an endorsed school of the Jesuits West Province. MCS is the only Roman Catholic School system in the Missoula Valley and benefits from a strong community of families, alumni, and parishioners that support its mission:

THE FORMATION OF YOUNG MEN AND WOMEN OF COMPASSION, CONSCIENCE, COMPETENCE, AND COMMUNITY.

The President oversees all aspects of MCS's faith formation, operations, development, facilities, and public relations. The President must be committed to the MCS mission and to nurture and expand the schools in the community. The successful candidate is expected to be an active Catholic who loves young people and is passionate about Catholic Education.



On behalf of the MCS community, we invite your inquiry, application or nomination of a colleague you recommend. More detailed information about the position, Missoula Catholic Schools, and Missoula may be found at www.missoulacatholicschools.org under the Presidential Search tab.

Compensation and benefits for the position will depend upon experience and qualifications.

To apply, please submit a cover letter that expresses interest and fit for leading Missoula Catholic Schools and a current resume with all appropriate dates included. Email these documents as separate PDF attachments in one email to searchcommittee@mcsmt.org. Please reference Missoula Catholic Schools-President in subject field. Inquiries and applications will be held confidentially.

The Missoula Catholic Schools tradition and community are strong and we are looking forward to the future with excitement, knowing we are blessed to be entrusted with our mission and with the support and prayers of our students, families, faculty, staff, alumni, and benefactors.

Kirk Bodlovic

Chair

MCS Presidential Search Committee

President's Job Description



Missoula Catholic Schools

Missoula, Montana



THE SCHOOLS:

MCS is a Catholic co-educational institution composed of St. Joseph's Elementary School and Loyola Sacred Heart High School. Both provide an outstanding and comprehensive formation of the mind, body, heart and soul; within a tradition defined by faith, community, and a commitment to service. Missoula Catholic Schools are founded on the charism and teaching philosophy of the Jesuit Fathers and Sisters of Providence. Since its beginning in 1873, MCS has exhibited academic excellence. St. Joseph's Elementary and Middle School is a diocesan Catholic school, which provides comprehensive and challenging educational opportunities for students from early education through 8th grade. Loyola Sacred Heart High School is a diocesan Catholic school committed to providing a high-quality college preparatory educational program. The current enrollment of MCS is approximately 400 prekindergarten through 12th grade students. Missoula Catholic Schools are accredited by the Office of Public Instruction, and the Western Catholic Educational Association (WCEA). Loyola Sacred Heart High School is an endorsed school of the Jesuits West Province.

THE MISSION:

The formation of young men and women of compassion, conscience, competence and community.

GENERAL DESCRIPTION:

The President is hired by, and responsible to, the MCS Board of Limited Jurisdiction (Board). As the chief education officer of the school, the President will have overall responsibility for the management of MCS and for providing leadership to its educational mission and values consistent with directives of the Diocese of Helena and in collaboration with the Jesuit Schools Network. The President will also be the institutional spokesperson representing the school to internal and external community groups to advance both financial viability and enrollment.

The President is appointed by the Board and he or she is a voting member of that Board during his or her tenure at MCS. He or she is responsible for the school's Catholic identity, educational direction, and financial viability.

The President is responsible to provide the vision for the long-term development and recruitment of new families to the schools. With support from the building Principals, the Business Office, and the

Executive Director of the MCS Foundation, the President will work to strengthen the school's academic reputation, fiscal viability and enrollment. In addition, the President will provide leadership, in collaboration with the Board, in the establishment of annual and long-term goals and objectives. The President will work with the Board and staff members to maintain a program of excellence within budgetary constraints. As part of these financial responsibilities, the President will oversee an annual operating budget and work directly with the Foundation to maintain viability

The President is subject to an annual evaluation by the Executive Committee of the Board and the Diocese of Helena Superintendent of Schools. The following people report directly to the President: Loyola Sacred Heart Principal, St. Joseph School Principal, and the MCS Controller.

PERFORMANCE RESPONSIBILITIES:

Mission and Catholic Charism

The President will articulate and implement the mission and religious vision of MCS.

- Responsible for inspiring and creating an environment which ignites the passions of faculty, staff and students unifying them in meaningful achievement.
- Implement the Roman Catholic Identity and Jesuit Charism of education and monitor the expression of Catholic Identity, including selection of personnel in consultation with the Principals.
- Act as the school's liaison with the Diocese of Helena and the Jesuit West Province.

Community, Public Leadership, Marketing & Student Recruitment

As chief spokesperson for MCS, the President will promote the educational vision within the larger Missoula community by communicating the mission of the Board, the Diocese of Helena, the Jesuit Schools Network, and the faculty, students, parents, and alumni with a particular focus on student recruitment.

- Implement a strong public relations program for the school within the community. (i.e. civic groups, local business community, as well as non-profits and faith-based organizations)
- Serve as the official representative of the school, either in person or through a delegate, to the Diocese of Helena, the Jesuit Schools Network, Pastors of the Missoula Deanery, the State Department of Education, area public schools, and other agencies and business organizations.
- Supervise and develop metrics for the implementation of the school's marketing, public relations, and other policies related to admissions, recruitment, retention and alumni in collaboration with the MCS Board and MCS Foundation.
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Financial Viability

The President is the chief executive officer and as such is responsible for student recruitment and a development program which maintains the school's financial viability. His/her principal responsibilities are in the areas of financial management, development and personnel management.

- Financial Management
 - Oversee, with the assistance of the MCS Controller, the business operations and school finances.
 - Develop and submit an annual operating budget for Board approval through the Finance Committee and the MCS Controller.
 - Make regular budget reports with the MCS Controller to the Board and MCS Foundation.
 - Execute all contracts and agreements, consistent with the directives of the Board.
- Development Program
 - Develop and implement a metric driven development program in collaboration with the Foundation to meet the present and future needs of MCS.
 - Oversee and evaluate, in collaboration with the MCS Foundation, the activities of all development groups, clubs, and/or organizations regarding: endowment, annual giving, deferred giving, and capital giving.
 - Support and drive fundraising activities in collaboration with the MCS Foundation. Fundraising activities include endowment, annual, and capital giving to meet the present and future needs of the school. Cultivation of potential donors as well as the solicitation of grants and donations from foundations, trusts, organizations, and individuals in collaboration with the MCS Foundation Executive Director.
- Personnel Management
 - Support school principals in human resource management and ensure compliance with Diocesan personnel policies and procedures.

Educational Direction

The President is responsible for ensuring that the educational vision of the Diocese of Helena, the Jesuit Schools Network, and the Board is implemented at the school. As such, he or she has specific leadership responsibilities as the administrative leader to the Board and the MCS community.

- Administrative Leadership
 - Appoint, evaluate and support school principals with the approval of the Board.
 - Develop an effective administration team with the responsibility for supporting and implementing the educational vision, marketing, admissions and advancement of MCS.
 - Coordinate, implement and monitor strategic and long-range planning and development goals.
- Board Leadership
 - Serve as a voting member of the School Board and as an ex-officio member of the MCS Foundation Board.
 - Report monthly to the Board of Directors on the state of the school with an annual report covering the following areas: Catholic identity, financial viability, student recruitment and retention, long-range planning, educational programs, administrative policy, goals of the President and the administrative team.
 - Assist in the governance of the school by coordinating with the board chair, and the Executive Committee of the board presenting appropriate policy issues before the

Board. Serve on appropriate committees of the Board as ex-officio voting member of the Board. Oversee the accreditation, endorsement and review process of each school.

EVALUATION: The President will have a yearly evaluation by the Executive Committee of the Board and the Diocese of Helena Superintendent, with a report given by the Board Chairperson. This 360-degree evaluation will be based on the duties and responsibilities listed above. Information for the evaluation will be gathered from the Superintendent, administration, faculty, staff, and families of MCS.

MINIMUM QUALIFICATIONS: Practicing Catholic, experienced professional with advanced degree preferred, willing and able to travel, demonstrated knowledge of strong financial planning and analytical skills, marketing experience, good interpersonal and communication skills, motivated leader adept in focusing time on and executing strategic priorities.

START DATE: TBD

COMPENSATION: Salary is commensurate with qualifications and experience. A comprehensive benefits package will be provided.

NOTICE OF NON-DISCRIMINATION: Missoula Catholic Schools is an equal opportunity employer and will consider all applicants for all positions equally without regard or reference to race, gender, national or ethnic origin, color, age, or disability. All prospective and current employees must be willing to conduct their lives in conformity with the Catholic faith.

TO APPLY: Application for this position must be completed electronically via email. We do not accept paper applications. To apply, please submit a cover letter that expresses interest and fit for leading Missoula Catholic Schools and a current resume with all appropriate dates included. Email these documents as separate PDF attachments in one email to searchcommittee@mcsmt.org. Please reference Missoula Catholic Schools-President in subject field. Inquiries and applications will be held confidentially.
