



**VACANCY
ANNOUNCEMENT**



POSITION:	Missoula Catholic Schools President
CLOSING DATE:	Open until filled. Preference given to applications received on or before January 15, 2021
START DATE:	No later than July 1, 2021
LOCATION:	Missoula, MT
SALARY:	Compensation is commensurate with experience and qualifications. The position carries a comprehensive benefits package.

GENERAL DESCRIPTION

The President is the chief executive officer of Missoula Catholic Schools (“MCS”). In that capacity, the President provides executive leadership directing the operations of MCS consistent with MCS’s mission and Catholic identity. The President is appointed by and accountable to the MCS Board of Specified Jurisdiction (the “MCS Board”).

The President’s responsibilities include oversight of business operations; marketing and enrollment; public relations; strategic planning and implementation; fundraising; supervision of school principals and administrative staff; and serving as the MCS Board’s liaison to internal and external stakeholders.

The President is appointed by the MCS Board and serves as a voting member of the MCS Board. The President is subject to an annual evaluation by the Executive Committee of the MCS Board.

MISSOULA CATHOLIC SCHOOLS

Missoula Catholic Schools a Catholic educational institution dedicated to the formation of young men and women of compassion, conscience, competence, and community. Our schools exist to provide a Catholic education to any family that desires it, regardless of religious affiliation. Founded on the charism and teaching philosophy of the Jesuit Fathers and the Sisters of Providence, MCS has

been committed to academic excellence since 1873. MCS is composed of St. Joseph Elementary School and Loyola Sacred Heart High School. St. Joseph Elementary School is a diocesan Catholic school serving students from early education through 8th grade. Loyola Sacred Heart High School is a diocesan Catholic school providing a high-quality college preparatory educational program. The current enrollment of MCS is approximately 500 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 MISSOULA COMMUNITY

Adventure meets variety in Missoula. It is a place of small-town values and urban amenities—where you can paddle or hike all day and take in a play or concert in the evening. It is a place of mountains and rivers, families and students, art and trails. Of all the ways we describe Missoula, “community” really speaks to who we are. Local businesses thrive, residents welcome new neighbors and visitors, families flourish, and students succeed. We’re equal parts tight-knit and welcoming here, and that is what makes Missoula such a phenomenal place to call home.

PERFORMANCE RESPONSIBILITIES

Mission and Catholic Charism – The President will articulate, observe, and uphold Catholic beliefs in implementing 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 the pursuit of faith formation and academic excellence.
- Implement the Roman Catholic identity and Jesuit charism of education and monitor the expression of Catholic identity.
- Act as the school’s liaison with the Diocese of Helena, Missoula area parishes, and the Jesuit West Province.

Public Outreach, Marketing, and Student Recruitment – As chief spokesperson, the President will proactively promote MCS within the greater Missoula community by communicating the vision and mission of MCS with a particular focus on student recruitment.

- Implement a strong public relations program for the school within the community through outreach to civic groups, the local business community, and non-profits and faith-based service organizations.
- Serve as the official representative of MCS, 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 and student recruitment efforts in collaboration with the MCS Board and the MCS Foundation.

Business Operations – As the chief executive officer the President is responsible for financial management and personnel management, and for developing and evaluating internal controls and policies in relation to these management functions.

- **Financial Management**
 - Oversee, with the assistance of the MCS Controller, the business operations and school finances. Exercise fiduciary responsibility for all assets of MCS.
 - Develop and submit an annual operating budget for MCS Board approval through the MCS Board’s Finance Committee.
 - Work directly with the MCS Foundation to ensure the accuracy of budgetary assumptions and projections.
 - Make regular budget reports to the MCS Board and MCS Foundation.
 - Execute all contracts and agreements, consistent with the directives of the MCS Board.
- **Personnel Management**
 - Evaluate and oversee the performance of the school principals and MCS Controller.
 - Support school principals in human resource management and ensure compliance with Diocesan personnel policies and procedures.

Strategic Planning and Development – The President is responsible for the implementation and ongoing assessment of the MCS Strategic Plan and the development and expansion of MCS fundraising programs.

- Pursue and provide regular reports on the implementation of the MCS Strategic Plan.
- Establish and maintain a proactive facilities management program, to include working closely with the MCS Foundation on the construction of a new building and campus for Loyola Sacred Heart High School.
- Oversee and evaluate, in collaboration with the MCS Foundation, the activities of all development entities regarding endowment, annual giving, deferred giving, and capital giving.
- Support and drive fundraising activities in collaboration with the MCS Foundation. Fundraising activities include promoting endowment, annual, and capital giving to meet the present and future needs of the school.
- Cultivate potential donors and solicit grants and donations from foundations, trusts, organizations, and individuals in collaboration with the MCS Foundation.

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

- Appoint, evaluate and support school principals with the approval of the Board.
- Develop an effective administrative team to support the President in carrying out his or her performance responsibilities.
- Serve as a voting member of the MCS Board and as an ex-officio member of the MCS Foundation Board.
- Report monthly to the MCS Board and issue an annual report covering the performance responsibilities listed above.

- Assist in the governance of MCS by coordinating with the MCS Board chairperson and the Executive Committee of the MCS Board to present policy issues for the MCS Board's consideration.
- Serve on appropriate committees of the MCS Board as an ex-officio voting member.
- Oversee the accreditation, endorsement and review process of each school.

QUALIFICATIONS

The successful applicant must be a practicing Catholic; hold a graduate degree in education, administration, or a related field from an accredited college or university; and have an educational license in school administration in Montana or the ability to obtain one. Preference will be given to applicants with significant professional management experience and prior involvement and familiarity with Catholic education or Catholic organizations. The ideal candidate will possess a strong financial or business background, excellent interpersonal and communication skills, marketing experience, and demonstrated prior success in organizational growth and development. Occasional travel is required.

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 qualifications a current resume with all appropriate dates included. Please include a list of three professional references. 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. Preference will be given to applications received on or before January 15, 2021.