



Position: Missoula Catholic Schools & Foundation President

Start Date: No later than July 1, 2024

Location: Missoula, MT

Salary: Compensation is commensurate with experience and qualifications. The position carries a comprehensive benefits package.

General Job 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 also responsible for executive oversight of all Missoula Catholic Schools Foundation (the “Foundation”) business operations, including ultimate responsibility for all development efforts, fundraising, and supervision of Foundation staff. The President is jointly appointed by and accountable to both the MCS Board of Limited Jurisdiction (the “School Board”) and the Missoula Catholic Schools Foundation Board of Directors (the “Foundation Board”).

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

The President is subject to an annual evaluation by the Executive Committee of the MCS Board and the Foundation Board.

Please see the following specific performance responsibilities for the position.

Date

Signed, [Name of Employee]

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, Jesuits West Province, 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.

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, school business operations and 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.
 - Oversee budget and expenditures for Foundation operations.
 - Make regular budget reports to the MCS Board and Foundation.
 - Execute all contracts and agreements, consistent with the directives of the MCS Board and Foundation Board.
 - Oversee operations of the Foundation's Bargain Corner Thrift Store.

- **Personnel Management**
 - Hire, 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.
 - Hire, evaluate and oversee all Foundation staff and volunteers.
 - Develop and enforce internal policies and procedures relating to employees.
- **Facilities Management**
 - Establish and maintain a proactive facilities management program, to include working closely with the Foundation on the construction of a new building and campus for Loyola Sacred Heart High School.

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. ●
- Oversee and expand fundraising activities of the MCS Foundation, including promoting endowment, annual, and capital giving to meet the present and future needs of the school. ●
- Build and maintain relationships with alumni locally and nationally. ●
- Maintain communications with donors, cultivate existing and potential relationships. ●
- Research and coordinate writing of grants and grant reporting; identify new grant revenue sources.
- Develop and execute a comprehensive strategic marketing campaign
 - Manage MCS social media presence
 - Manage MCS website
 - Represent MCS in marketing materials and at public events

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 MCS 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.
- Report monthly to the MCS Board and Foundation 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.