



# Saint Peter's Prep

New Jersey's Jesuit High School Since 1872

## *Position Title: President of Saint Peter's Preparatory School*

### *Position Summary:*

Saint Peter's Preparatory School (Prep or the School) is seeking an individual experienced in independent secondary school administration to fill the office of President, effective July 1, 2019. The President is the primary point of contact with Prep's students, parents, staff, members of the Board of Trustees (the Board), its extensive alumni population and the Jesuit community. The President is also critical to establishing and maintaining contact with key external constituencies including, but not limited to, the business community, civic and religious leaders, and public officials of both the City of Jersey City and the greater Hudson County area. The President is a key influence for the intellectual, physical, personal, social and religious formation of the young men of Prep, based upon a philosophy of *cura personalis* – care of the whole person. That focus lies within the School's classroom walls, athletic fields and performing arts venues, as well as its administrative offices, retreat houses and activity rooms. Throughout the Prep community, this philosophy celebrates the personal relationships that result from the unique force of Prep's educational endeavors. Prep encourages its young men to become men for others, steeped in an Ignatian spirituality that seeks to find God in all things. In order to guide students to attain these goals, Prep's President, by words and actions, must reflect these same traits and characteristics in his or her religious life and work.

The President is hired by the Board to lead the School in fulfilling its mission and living its identity as a Catholic and Jesuit institution. In this leadership role, the President serves as the chief executive officer (CEO) of the School, subject to approval by the School's Members of the Corporation (the Members). Following the Members' approval, the President is then missioned by the Provincial of the Northeast Province of the Society of Jesus to serve as director of the work. As CEO, the President oversees the operations of the various functional areas of the school: Ignatian and Catholic identity; academics; student life; finance; fundraising; public relations; alumni relations, and the maintenance and development of the School's physical plant. As director of the work, the President leads the school community in the continued actualization of its mission as a Jesuit high school.

### *Essential Duties or Key Responsibilities:*

- **Jesuit Identity and Catholic Nature** – Ensure the continuation of the Jesuit identity and Catholic fabric of Prep and develop, evaluate and promote that among all students, faculty, staff, alumni, Board members and parents.
- **Leadership** – Foster and further develop the strong administrative leadership team that Prep has historically enjoyed, along with continuing an appropriate organizational structure to optimize the performance and efficiency of the various departments within Prep.
- **Student and Personnel Experience** – Ensure that the academic, athletic, co-curricular and religious experience of the young men of Prep remains strong and the enunciated goals within the “Graduate at the Time of Graduation” (open to growth, intellectually competent, religious, loving and committed to doing justice) are achieved by further ensuring that all administrators, faculty and staff understand, support and foster this experience.

### *Essential Duties or Key Responsibilities (continued):*

- **Financial and Administrative Stewardship** – Oversee the financial, legal and personnel matters affecting the School. Supervise all operating and capital budgets, oversee management of the endowment, and ensure productive and sustainable fundraising efforts.
- **Board Liaison** – Work closely with the Board and its Chair to facilitate fiduciary, strategic and generative leadership for the School. Serve as an ex officio member of the Board, its Executive Committee and all Board sub-committees.
- **External Relationships** – Serve as the primary ambassador of Prep’s mission - seeking to engage alumni, parents and friends in support of the School. Work with local community and business leaders to further Prep’s standing in Jersey City.

### *Additional Responsibilities:*

If requested and able, serve on boards of other Jesuit schools, or other related educational or church organizations. Act as liaison between Prep and its sponsoring organizations. Perform other duties as reasonably requested by the Board.

### *Supervisory Responsibility:*

The President supervises the Principal, Vice President of Finance, Vice President for Planning and Principal Giving, Chief Advancement Officer and the Director of Operations. The President reports to the Chair of the Board.

### *Competencies/Skills:*

- Exceptional interpersonal skills.
- Unquestionable integrity.
- A commitment to self-reflection, continuous improvement, and growth.
- Strong verbal and written communication skills.
- Ability to articulate the School’s mission.
- Ability to inspire and motivate.
- Energy, enthusiasm and warmth.
- Strong work ethic.
- A commitment to the academic and financial advancement of the School.

### *Qualifications/Requirements:*

- Master’s Degree in Educational Administration, Marketing or Business.
- Minimum, 3-5 years experience managing and leading personnel, preferably within the independent schools sector.
- Sound familiarity and experience with budgeting, finance, marketing and strategic planning.
- Proven track record and proficiency in development/fundraising, particularly with the cultivation, solicitation and closure of principal and major gifts, and the effective stewardship of donors.
- Experience in, a commitment to and a passion for the Jesuit mission.
- Practicing and active Roman Catholic.

### *Physical Demands:*

- Job responsibilities require significant travel with evening and weekend work required. The President should have the ability to travel and work long hours.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### *Work Environment:*

Customary Jesuit secondary education working conditions.

### *Job Status:*

This is a full-time position. Routine days and hours of work are Monday through Friday, 8:30 a.m. to 5:00 p.m. but regular evening and weekend work is required as job duties demand. Additionally, regular travel plays an important role in the President's execution of his or her duties.

### *Submission of Materials:*

If you are interested in this position please, by **5:00 p.m. EST on November 16, 2018**, submit your resume or curriculum vitae, along with a cover letter with a statement detailing your interest in, and the philosophy you will bring to, the position and why Saint Peter's Prep matters to you. References with contact information should also be submitted at this time.

Please direct your submission to: *president2019@spprep.org*