Arrupe Jesuit High School is seeking a President to begin in the 2018-2019 school year.

**Our Mission**

Arrupe Jesuit High School is a Roman Catholic, co-educational, college preparatory school sponsored by the Jesuits of the USA Central and Southern Province. Arrupe Jesuit serves economically disadvantaged students from Denver’s inner-city neighborhoods. By enhancing the human, intellectual, and spiritual capacities of our students through a rigorous, innovative, and affordable college preparatory education, we offer hope for a brighter future to some of Denver’s neediest youth. Our goal is to empower graduates who will continue their education and return as leaders in their communities, return in the words of Fr. Arrupe, as “men and women for others.”

Arrupe Jesuit High School belongs to the Jesuit Schools Network and the Cristo Rey Network.
Our Community

Arrupe Jesuit makes a college preparatory education an attainable goal for a diverse group of students who would otherwise never have access to that opportunity. Arrupe Jesuit specifically targets students who would be at risk for dropping out of other local schools and whose families lack the resources to pursue other school choices.

- Arrupe Jesuit serves an ethnically diverse group of over 420 adolescent boys and girls. 93% of our student body is Hispanic, 1% African-American, 1% Asian, 3% Caucasian, and 2% of other nationalities.
- 81% of Arrupe Jesuit students qualify for the federal free/reduced lunch program.
- Arrupe Jesuit charges the lowest tuition of any private high school in Denver. Still, 93% of Arrupe Jesuit students receive financial aid to offset tuition.
- 100% of Arrupe Jesuit graduates are accepted to college.
- More than 90% of Arrupe graduates are first generation college-bound.
- 100% of students participate in the Corporate Work Study Program, which offsets 50% of tuition.
- The school is financially sound, has no debt, and has an endowment of over $6 million.

Arrupe Jesuit is preparing students for success in college and beyond.

- All 72 members of the Class of 2017 were accepted to at least one college or university of their choice, with 97% accepted to a four-year institution.
- 86% of the Class of 2016 were the first in their family to attend college; 50% were the first to graduate high school.
- Members of the Class of 2017 were accepted to 32 colleges and universities across the country, and are attending 18 different schools this fall.
- The Class of 2017 has earned over $5.3 million in community and merit based scholarships to date.

Arrupe Jesuit High School is a response to a critical, local community need.

- Only 1 in 3 students who start Denver Public Schools in 9th grade will graduate on time and go on to enroll in college.
- 50% of DPS graduates who enroll in college will require remediation.
- 48% of American Indian students and 64% of African American and Latino students graduated from high school compared to 78% of White students.
THE CORPORATE WORK STUDY PROGRAM

Born of the need for revenue to support the operation of the school, the Corporate Work Study Program (CWSP) is an integral part of an Arrupe Jesuit education, with over 130 corporate partners in the Denver metro area. Students fill entry-level office positions in banking, law, medicine, finance and many other exciting career fields. The CWSP experience provides tremendous opportunity for economically disadvantaged students to get a college-prep education, while at the same time giving partner organizations a very economical hiring alternative for entry-level office positions.

PRESIDENTIAL SPECIFICATIONS

The President is the chief executive and administrative officer of the school and is ultimately responsible for the distinctively Catholic, Jesuit character of the school’s philosophy and practice. The President’s role is vital in providing inspiration, developing a common vision and in preserving unity within the educational community.

As the leader of the school, the President has the responsibility, with the Board of Trustees, for planning and establishing policies, practices and procedures that affect the school’s ability to carry out its mission of education and formation. The President’s leadership responsibility extends to the student body, faculty and staff. The President is also the institutional spokesperson and represents the school to internal and external community groups.

The President supervises and directs the Management Team consisting of the Principal, the Business Manager, the Director of Philanthropy, and Director of the Corporate Work Study Program to implement the educational vision of the Society of Jesus and the Board of Trustees.

The Board of Trustees formally evaluates the President’s performance on an annual basis.

The position is full-time with four weeks of vacation and benefits as defined in the Employee Handbook.

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES

SOCIETY OF JESUS

- Serve as the liaison between the school and the Society of Jesus, the Superior of the Jesuit Community, the Central and Southern Province (UCS), and the Jesuit Schools Network (JSN).
- Collaborate with the Board of Members and the Superior of the Jesuit community as appropriate to fulfill the mission of the school.
- Coordinate the annual visit of the Assistant to the Provincial for Secondary Education and, in collaboration with the Superior of the Jesuit community, coordinate the school portion of the Provincial’s annual visit.
- Actively participate in and periodically host the UCS High School Leadership Group.
- Actively participate in JSN activities and attend relevant JSN conferences.
- Oversee the Jesuit Sponsorship Review process and ensure the school is meeting the terms of the Sponsorship agreement.
- Serve as the liaison between the school and the Cristo Rey Network national office.
- Actively participate in Cristo Rey Network (CRN) activities and annual meeting.
• Oversee the CRN Mission Effectiveness Visit.

PASTORAL
• Participate in sacraments and pastoral life of the school; be a pastoral presence for the school community; support appropriate school employees with school families experiencing a crisis or tragedy.
• In consultation with the Board Chair, organize and plan the annual Board of Trustees retreat.
• In cooperation with the Principal and other faculty and staff representatives, organize and plan the annual Faculty and Staff retreat.
• Actively support the pastoral life of the school through active participation, to the extent possible, in sacramental and liturgical events, retreats, senior Capstone, etc.
• Attend funerals of alumni, friends of the school, and loved ones of Arrupe Jesuit families -- to the extent possible.
• Participate in school liturgies with employees, students, parents, and the wider school community.

BOARD OF TRUSTEES AND BOARD COMMITTEES
• Serve as the primary communications liaison between the Board of Trustees and the school.
• Serve as an ex-officio voting member of the Board of Trustees and of all Committees of the Board.
• Provide the President’s report on the state of the school at all Board meetings and send periodic updates via email between Board meetings, when needed.
• Ensure the implementation of Board policies.
• Oversee Board approved short-term and long-term strategic plans for the school.
• Provide support to the Executive Committee for the selection of new Board members and to the Board Committee Chairs for the selection of new Board Committee members.
• Provide an orientation for new board members with an emphasis on the Jesuit, Catholic mission of the school.
• Promote formational programs and materials that assist the Board of Trustees in developing a greater understanding of Ignatian spirituality and the vision and operation of AJHS and Jesuit secondary education.
• Oversee providing materials for Board and Board Committee meetings and keeping of all records of Board and Board Committee affairs.

ADMINISTRATIVE LEADERSHIP
• Hire, supervise, evaluate, terminate, and communicate regularly with members of the Management Team, with the goal of implementing the school mission.
• Meet regularly with the Management Team, individually and as a group, to collaborate in decision-making and school leadership.
• Conduct yearly written evaluations and goal setting of direct-report personnel.
• Support approved professional development opportunities for all personnel under the President’s direction.
• Hire and supervise the President’s Assistant.
• Review and approve all employee contracts and employment letters.
• Review the student recruitment and admissions program.
• Host and coordinate annual social events for all school employees.
• Review and negotiate all legal matters affecting the school and for retaining counsel.
• Unless delegated to another member of the Management Team, serve as the liaison between the school and all legal advisors.
• Interact with employees and attend appropriate meetings to promote the school mission and an informed understanding of the school operations and budget.

PHILANTHROPY, CORPORATE WORK STUDY AND ALUMNI RELATIONS
• Direct and oversee, with the assistance of the Director of Philanthropy and the Development Committee, the work and initiatives of the Philanthropy Department to ensure the attainment of present and future annual and capital fundraising goals.
• Serve as major gift officer for major donors to ensure that the solicitation of key financial contributors is accomplished.
• Oversee the development, enhancement and prudent use of scholarship funds.
• Oversee and attend major fundraising events (annual Magis Night Gala and Auction, annual Golf Tournament, etc.); attend as many smaller advancement events as the President’s schedule allows.
• Support and actively participate with the CWSP Director and staff in all CWSP events (Informational Breakfasts, New Employer events, CWSP Appreciation Lunch, etc.)
• Assist the CWSP Director and staff in visiting and recruiting new CWSP Partners; assist as needed in cultivating and maintaining healthy relationships with CWSP Partner organizations.
• Support and actively participate in a variety of programs and events for AJHS alumni towards the goal of actively engaging all alumni in a variety of areas of the school and in connections with each other.

FINANCIAL MANAGEMENT
• Oversee the business operations of the school with the assistance of the Business Manager, Principal, CWSP Director, Philanthropy Director, and Finance Committee of the Board, which includes school finances and the development of the annual budget for final approval by the Board of Trustees.
• Oversee, with the assistance of the Business Manager and in cooperation with the Finance Committee, all of the school’s investments.
• Execute all contracts and agreements, consistent with the directives of the Board of Trustees.

INFORMATION, PUBLICATION AND MARKETING
• Support and review the development and implementation of the school’s annual report, communication program and digital presence.
• In the event of a crisis, to collaborate with the Management Team in developing a communications plan, and to serve as the school’s spokesperson with the media.

PARENTS AND FAMILIES
• Provide pastoral support and administrative leadership to promote and ensure adherence to the mission and vision of the school with parents and parental groups.
• Participate as often as possible in meetings and events of the AJHS Parent Network.

STUDENTS
• Provide pastoral support and administrative leadership to promote and ensure adherence to the mission and vision of the school.
• Attend student events (award ceremonies, athletic, etc.) to the extent possible and play a key role at graduation ceremonies.

**Physical Facilities and Safety**

• Ensure the care, maintenance, improvement and expansion of the school’s physical facilities.
• Develop and maintain, with the assistance of the Principal and other staff, a program to ensure safety and security of the school facilities in order to promote safety on campus and to minimize financial liability or risk.

**Engagement in the Wider Community**

• Serve as the school liaison with the Archbishop and appropriate offices of the Archdiocese of Denver.
• Actively engage the Denver metropolitan business and corporate community. Assist the Director of Corporate Work Study and the Director of Philanthropy to engage and cultivate existing and new relationships with corporate, business, and philanthropic leaders.
• Participate as possible and appropriate in networking opportunities in the Denver corporate community such as the annual ACE Scholarships luncheon, Governors Prayer Luncheon, etc.
• Support the shared mission of other Jesuit works in the metropolitan area (e.g., Regis Jesuit High School, Regis University, Sacred Heart Retreat Center, and Loyola Parish.) and, where possible, serve on their Boards, committees, etc., if invited.

**Requirements**

The ideal candidate must:

• Be a practicing Roman Catholic in good standing with the Catholic Church with a current understanding of issues in the Catholic Church and the role of Catholic institutions within the Church.
• Be an effective and proven leader who fosters teamwork and success.
• Embody and advance the mission of the school as an apostolic work of the Society of Jesus, having prior experience with Ignatian Spiritual Exercises or the desire to have an experience of the Spiritual Exercises within the first years as president at Arrupe Jesuit High School.
• Have attained at least the academic equivalent of a master’s degree.
• Experience and belief in Jesuit educational philosophy.
• Extensive teaching and/or administrative experience, preferably in secondary education.
• Demonstrated success in providing visionary, strong and dynamic leadership.
• Strong interpersonal skills in communicating with alumni, parents, administrators, faculty, staff, students and other school constituents.
• Fluency in Spanish is desirable but not required.
• The ability or demonstrated performance in overseeing and directing a multifaceted operation, including fundraising, public relations, facility maintenance and enhancement, financial management and supervision of senior personnel.
• Sensitivity to socially marginalized groups, students and faculty in vulnerable circumstances.
• An understanding of, or willingness to learn about, the social teaching of the Catholic Church and the commitment of the Society of Jesus to the service of faith and the promotion of justice in dialogue with cultures.
• A commitment to self-reflection, continuous improvement, and openness to regularly discern with the Board of Trustees.

PROCEDURE FOR Candidacy
Please direct a letter of interest and a résumé to the Arrupe Jesuit High School President Search Committee, c/o Dawn Hug, via email at presidentsearch@arrupemail.org by October 2, 2017.