Position Description

PRESIDENT

JESUIT HIGH SCHOOL
Portland, Oregon

THE SCHOOL:

Jesuit High School, located in Portland, Oregon, was founded in 1956 by the Society of Jesus and is part of a 462-year Jesuit educational tradition. Jesuit High School is a non-profit, coeducational college-preparatory school for grades 9-12 that serves 1,280 students of all religious faiths and backgrounds and is comprised of 130 faculty and staff. Jesuit's curriculum is founded in the educational philosophy of Jesuit founder, St. Ignatius of Loyola. In anticipation of a major capital and endowment campaign, the school is in the midst of a Long-Range Strategic Planning Study. The most recent $25 million Endow the Future campaign focused on financial aid endowment, faculty/staff endowment, legacy gifts, and the construction of two new buildings on campus. Jesuit High School enjoys a wonderful tradition of philanthropic support and has an enthusiastic Board of Trustees. For more information about Jesuit High School, please visit www.jesuitportland.org.

THE SCHOOL’S MISSION:

Jesuit education fosters the harmonious development of the adolescent student’s gifts: spiritual, religious, intellectual, physical, emotional, and aesthetic. Jesuit High School hopes to accomplish this development by demonstrating a personal concern for individuals, a special concern for the poor, an articulate wisdom, enthusiasm, and a sense of community. In so doing, the school strives to graduate leaders who are committed to serve God and their fellow men and women. Our goal is to develop students with a profound sense of justice founded in love, i.e., leaders who are "men and women for others."

GENERAL DESCRIPTION:

The President is hired by, and responsible to, the Jesuit High School Board of Trustees, which in turn is responsible to the Secondary School Board of Members of the Oregon Province of the Society of Jesus. The president is missioned as the Director of the Work by the Provincial of the Oregon Province. As the chief executive officer of the school, the President will have overall responsibility for the management of
Jesuit High School and for providing leadership to its educational mission and values consistent with directives of the Catholic Church and the Society of Jesus. The leadership responsibility extends to the student population and the Jesuit High School faculty and staff. The President will also be the institutional spokesperson and will represent the school to internal and external community groups.

The President is appointed by the Board of Trustees for an indefinite term, based upon the Board’s annual evaluation of him or her, and he or she remains an ex officio voting member of that Board during his or her tenure at Jesuit High School. He or she is responsible for the school’s religious tone, educational direction, and financial viability.

With support from the Chief Financial Officer/Treasurer, Principal, Vice President of Development and any supporting administration, the President will work to strengthen the school’s academic reputation. In addition, the President will have responsibility for the sound fiscal management of the institution and should, therefore, provide leadership, in collaboration with the Board of Trustees, in the establishment of annual and long-term goals and objectives. The President will work with the Board of Trustees and staff members to maintain a program of excellence within budgetary constraints. As part of these financial viability responsibilities, the President will oversee an annual operating budget and endowment. Another responsibility is for the President to provide the vision for the long-term development and enhancement of the school while stimulating academic conversation among faculty and staff regarding short-term operating issues.

The following people report directly to the President: Principal, Chief Financial Officer and Treasurer, Vice President of Development, Communications Director, Ignatian Formation Director, and Executive Assistant.

**PERFORMANCE RESPONSIBILITIES:**

**Religious Tone:** The President is responsible for establishing and maintaining the religious vision of the school.

- Interpret and implement Ignatian Pedagogy and the spiritual direction of the school in a manner consistent with a Roman Catholic and Jesuit education.

- Act as the school’s liaison with the Society of Jesus through the Provincial of the Oregon Province and the Jesuit Schools Network (JSN) and in communicating regularly with the Superior of the Jesuit community and the Archdiocese of Portland.

**Educational Direction:** The President is responsible for ensuring that the educational vision of the Society of Jesus and the Board of Trustees is implemented at the school. As such, he or she has specific leadership responsibilities as the administrative leader to the Board of Trustees and to the Jesuit High School community.

- Administrative Leadership
  - Appoint and evaluate the Principal.
  - Sign all contracts of teachers and other school personnel.
  - Develop an effective administration team with responsibility for implementing the educational vision. The President develops the team through regularly scheduled meetings
that provide opportunities for sharing information, solving problems, developing future plans, and staff development.

- Supervise, train, and evaluate all personnel under the President’s direction (Principal, Chief Financial Officer and Treasurer, Vice President of Development, Communications Director, Ignatian Formation Director, and Executive Assistant) and provide professional development of all personnel under the President’s direction.
- Conduct yearly evaluations of all direct-report personnel under the President’s egis.
- Coordinate and implement a program for long-range planning for the school.

- Board of Trustees Leadership
  - Report annually to the Board of Trustees on the state of the school. The annual report should cover the following areas:
    - religious tone;
    - financial viability;
    - development programs;
    - long-range planning;
    - educational programs;
    - administrative policy;
    - goals of the President and the administrative team;
  - Assist in the governance of the school by presenting appropriate policy issues before the Board of Trustees.
  - Provide programs that assist the Board of Trustees in developing a greater understanding of the vision of Jesuit secondary education.
    - Serve on appropriate committees of the Board of Trustees and as an ex-officio voting member of the Board of Trustees.
    - Supervise, with Board of Trustees input and that of appropriate school groups, the Sponsorship Review process.

**Financial Viability:** The President is the chief development officer and is responsible for a development program which maintains the school’s financial viability. As such, his or her principal responsibilities are in the areas of financial management, development programs, and personnel and facilities management.

- Financial Management
  - Oversee, with the assistance of the Chief Finance Officer and Treasurer, the business operations and school finances and development of the annual budget for final approval by the Board of Trustees.
  - Develop and implement a yearly financial management program and make appreciate reports to the Board of Trustees on the progress of this program.
  - Develop, with the Chief Financial Officer and Treasurer, an annual budget to be presented to the Board of Trustees.
  - Execute all contracts and agreements, consistent with the directives of the Board of Trustees.

- Development Program
  - Develop and implement, with the assistance of the Vice President of Development, a development program to meet the present and future needs of Jesuit High School. The
program will include fundraising, endowment, annual giving, deferred giving, and capital giving.

- Oversee, with the assistance of the Vice President of Development, the activities of all development groups, clubs, and/or organizations.
- Ensure, with the assistance of the Vice President of Development, that the solicitation of key financial contributors is accomplished.
- Direct, with the assistance of the Vice President of Development and the development team, fundraising activities which includes endowment, annual, and capital giving to meet the present and future needs of the school. Oversee the cultivation of potential donors as well as the solicitation of grants and donations, unrestricted and restricted, from foundations, trusts, organizations, and individuals with the school’s Alumni and Development Office.

**Personnel and Facilities Management**

- Develop and maintain, with the assistance of the Chief Finance Officer, a program to ensure safety and security of the school facilities in order to promote safety on our campus and to minimize financial liability or risk.
- Develop, with the assistance of the Chief Finance Officer, a program for overseeing the maintenance and development of the Jesuit High School plant and grounds.

**Community and Public Leadership:**

- Promote the educational vision within the school community by communicating to the faculty, staff, students, parents, and alumni the directives of the Board of Trustees, the Society of Jesus, and the Catholic Church.
- Share with the broader community the educational vision through a strong public relations program for the school.
- Serve as the official representative of the school, in person or through a delegate, to the Society of Jesus, the Archdiocese of Portland, the State Department of Education, and other agencies and organizations.
- Preside at Commencement Exercises and other appropriate all-school assemblies or convocations and to sign and confer, in the name of the Board of Trustees, all certificates and honors voted upon.

**Other Areas of Responsibility:**

**EVALUATION:**

The President will have a yearly evaluation by the Board of Trustees with a report given by the Board of Trustees Chairperson. The evaluation will be based on the Profile of the Jesuit Educator and the duties and responsibilities listed above. Information for the evaluation will be gathered from the administration, faculty, and staff of Jesuit High School.

**QUALIFICATIONS:**

- A practicing Catholic with a commitment to ongoing formation in catechetical and spiritual leadership development experience related to Ignatian spirituality and Jesuit education.
• Previous experience in executive leadership at a secondary school, college, or corporation; with the ability to speak to the mission, oversee the Executive Leadership Team and day-to-day operations, and interact with the Board of Trustees, donors and the general community.

• Understanding of and a passion for Jesuit’s mission of educating men and women for others.

• Commitment to the Catholic and Jesuit traditions of education, service, and social justice, the credibility to lead and represent with integrity a Catholic organization, and facility for working well with diverse Catholic church leaders, lay and clerical.

• Exceptional communication and interpersonal skills including proven ability to engage and inspire a wide range of stakeholders, build creative and mutually beneficial relationships within the philanthropic, corporate, public, governmental, and non-profit sectors, as well as the parent/student communities the school serves. Campaign experience is a bonus.

• An advanced degree is preferred.

• Unquestionable integrity.

• A commitment to self-reflection, continuous improvement, and openness.

• Strategic planning experience and execution capabilities.

• Strong budget management skills.

• Strong oral and written communication skills and comfort interacting with the media.

• Ability to articulate the mission and values of the school and the Jesuit identity that underpins them.

• The ability to inspire and motivate students, faculty, staff, and families.

• Energy, enthusiasm, and warmth -- the ability to relate well to all individuals.

APPLICATION DEADLINE: October 9, 2015

TO APPLY: Application for this position must be completed electronically via e-mail. We do not accept paper applications.

Please send a resume and a compelling letter of interest indicating how your skills, knowledge and experience match the responsibilities articulated in the job description to:

Erika Tuenge
Communications Director
Jesuit High School
Email: presidentsearch@jesuitportland.org
Tel: 503-291-5479
Fax: 503-292-0134

**START DATE:** July 1, 2016

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

**WORKING CONDITIONS:**
Jesuit High School is an ADA compliant institution. For further details, please contact Ken Foley, HR at 503-291-5416.

**NOTICE OF NON-DISCRIMINATION:**
Jesuit High School is an equal opportunity employer and will consider all applicants for all positions equally without regard to their race, sex, age, color, national origin, or disability in accordance with applicable laws.