

Position Title: President

The President serves as the Chief Executive Officer, implementing the mission, vision and traditions of Fenwick High School. He/she oversees Catholic identity, quality of educational programs, finance, enrollment, fundraising, and facility management/improvements. This position is responsible for assuring the effective operation of all aspects of the organization. The President is responsible for the fiscal policy, ultimately assuring the financial health of the school and leading the school towards growth and sustainable longevity. As the leader of an excellent institution of education, the President will continuously work to retain and engage activity among Alumni and friends of the Fenwick community at large.

Authority

The Fenwick High School Board of Limited Jurisdiction "Board" recommends the appointment of the President to the Archdiocese of Cincinnati "Archdiocese" for approval. The terms and conditions of the President's employment is determined by the Board of Limited Jurisdiction, in conjunction with the Archdiocese of Cincinnati. The President is accountable to the Board, and ultimately to the Archbishop, and the Superintendent of Catholic Schools. The Board will conduct an annual review of the President's performance, in conjunction with the Archdiocese.

Primary Duties and Responsibilities:

Models, articulates, and directs the execution of the mission, vision, and strategic direction of Bishop Fenwick High School.

- Serves as the primary faith leader, ensuring that Catholic identity remains a top priority and is promoted.
- Acts as key spokesperson and primary public face to both the Fenwick community, as well as external stakeholders.
- Develops and executes strategic initiatives to meet both short-term and long-range objectives.
- Directs fundraising and alumni initiatives to achieve annual objectives, including annual fund, endowment, and capital initiatives.
- Fosters relationships with potential donors and solicits grants and donations from alumni, foundations, trusts and select individuals.
- Administers marketing and enrollment initiatives, with a primary focus of student recruitment, enrollment, and retention.
- Expands and develops external relationships in the local and broader communities.
- Responsible for the recruitment, employment, orientation, evaluation, professional development, retention, and termination of all employees under his or/her direct supervision.
- Manages the Principal, Director of Finance, Director of Development, Director of Admissions and Enrollment, and the Director of Communications and Marketing.
- Prepares and manages budgets to achieve financial objectives.
- Upholds school standards for professionalism, confidentiality, ethics & the values of Fenwick.
- Serves as an ex-officio member of the Board and its committees.
- Other duties as may be required.

Reports To: The Archdiocese of Cincinnati, in conjunction with the Board of Limited Jurisdiction

Position of Classification: Senior

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A practicing Roman Catholic, who is willing to model his/her faith to the school community
- Minimum of a bachelor's degree – graduate degree preferred
- Five to seven years of senior management experience in education, business, or non-profit leadership
- Demonstrated skills and experience setting organizational goals coupled with the ability to develop innovative strategies to meet or exceed set goals
- Demonstrated skills and experience in fundraising
- Demonstrated skills in financial management overseeing a revenue and expense budget paired with the ability to prioritize expenses
- Ability to team build and effectively collaborate with others to achieve common goals
- Strong written and verbal communication skills
- Ability to work inclusively within a diverse community
- Ability to complete all necessary background checks, as well as meeting the requirements of the Archdiocese of Cincinnati Decree on Child Protection.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle or feel, reach with hands and arms, talk and hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Payroll Policy: Salary Exempt

For more information about Bishop Fenwick High School, please click [here](#).

How to Apply

Electronically forward cover letter, current resume, and a minimum three (3) professional references to: Dan Eddingfield at daneddingfield@gmail.com