

**Mother Seton Academy
President
Job Description**



Mother Seton Academy

Mother Seton Academy is a tuition-free, independent Catholic Middle School located in Baltimore City. Mother Seton Academy serves over 80 boys and girls, grades 6 through 8, from underserved, low-income families of all faiths and cultures.

Mother Seton Academy
2215 Greenmount Avenue
Baltimore, Maryland 21218
<https://mothersetonacademy.org/>

Outstanding Job Opportunity: President - Mother Seton Academy

- Both experienced school administrators with significant development backgrounds and proven fundraisers (Director of Development, Chief Advancement Officers, etc.) who have had experience in Catholic school or education are encouraged to apply for the President's position. Knowledge of and success in securing gifts from the local Baltimore area philanthropic community - especially the local Baltimore area Catholic community - (individual/families, foundations and corporations) is required.
- Applicants for the President position at Mother Seton Academy must be a practicing Catholic who is committed to ongoing personal spiritual development, and who is willing and able to foster a faith community among all members of the Mother Seton Academy community.
- Bachelor's degree required, advanced degree preferred.

The President of Mother Seton Academy is appointed by the Board of Directors with the approval of the Corporate Board which is represented by members of the school's sponsoring congregations: the Daughters of Charity; School Sisters of Notre Dame; the Sisters of St. Francis of Philadelphia; Sisters, Servants of the Immaculate Heart of Mary; Xaverian Brothers; and the Marianists. The President reports directly to the Board of Directors and is an *ex officio* member.

The President serves as the school's Chief Executive Officer and ambassador, with responsibilities focused on development, strategy, financial sustainability, community and spiritual leadership.

The President will work closely with the Director of Development and spend significant time in raising funds for the school with a focus on major gifts and personal solicitations.

The President provides personal leadership and direction for the religious character of the school and the spiritual formation of the students, faculty and families.

The President has general supervisory responsibility for all school-related activities, projects, programs, and organizations. Reporting directly to the President are the Principal, Director of Operations, Director of Development, and the Director of Graduate Support.

Development:

- Cultivates and personally solicits top donor prospects.
- Supervises the Development Director in implementing the Development Plan.
- Oversees and supports the activities and committees of the Development Office.
- Provides leadership in cultivating and stewarding active alumni.

Public Relations:

- Serves as the chief public relations officer and represents the school at civic, religious and public functions.
- Encourages, enhances and maintains relationships with local businesses, foundations and media.
- Collaborates with the Principal on the admissions process and procedures.
- Serves as the primary contact with the Nativity Network of Schools and AIMS.

Board:

- Works with the Board of Directors and Corporate Board in promoting the mission of the school and acts as the school's primary contact with the sponsoring congregations.
- Communicates frequently with the Board Chair, keeps the Board of Directors and the Member Board fully informed to meet their responsibilities, and provides appropriate in-service.
- Serves as an ex-officio member of the committees of the Board.
- Prepares and presents an annual report to the Board of Directors.
- Works with the Board of Directors to implement the school's Strategic Plan.
- Works with the Board of Directors and Principal in formulating appropriate policy.
- Suggests potential new Board members, with a focus on leading area philanthropists with experience on other nonprofit boards.

Personnel:

- Approves job descriptions for administrative personnel.
- Makes the final selection of the Principal with the approval of the Board.
- Conducts a formal annual evaluation of the Principal, Director of Operations, Development Director, and the Director of Graduate Support.
- Interviews and approves new faculty members who have been presented for appointment by the Principal.
- Approves the dismissal by the Principal, when necessary, of members of the faculty/staff.
- Serves as the final point of appeal for staff members, faculty or family who have gone through the appeals process.
- Receives decisions regarding student dismissals or withdrawals for academic or disciplinary reasons prior to implementation.

- Collaborates with the Principal in providing in-service on the mission of the school for the faculty, staff, parents/guardians, and students.

Finance and Facilities:

- Oversees the Director of Operations, who has responsibility for most Finance duties as well as facilities management.
- Works with the Director of Operations and the Finance & Investment Committee in developing and implementing the financial plan.
- Directs the allocation of high school tuition funding for graduates.
- Approves all faculty salary scales and benefits after appropriate consultation with the Finance Committee.
- Signs contracts for services and supplies.

Planning:

- Promotes and maintains the religious and academic dimensions of the school by working closely with the administration and faculty to achieve the school's goals.
- Provides leadership in facilitating an integrated approach to all phases of long-range planning - development, enrollment, public relations, academic, finance and facilities.

Approximate estimated salary range: \$100,000 - \$120,000, additional compensation possible for very highly qualified candidates.

How to apply:

Please email a resume and cover letter to Vince Connelly at yconnelly@connellyfundraising.com.