



DIOCESE OF MANCHESTER
153 Ash Street, Manchester, NH 03104

BISHOP BRADY HIGH SCHOOL
25 Columbus Avenue, Concord, NH 03304

POSITION DESCRIPTION

POSITION: President, Bishop Brady High School and St. John Regional School, Concord, NH

FLSA: Exempt

REPORTS TO: Superintendent of Schools

JOB TYPE: Full-Time

INTRODUCTION:

The Bishop of Manchester is the visible principle and foundation of unity in the particular diocese entrusted to him. In a unique and visible way, he makes Christ's mission present and enduring as Shepherd of the Christian Community. In order to fulfill his mission, the bishop employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them the apostolic mission and entrusts various responsibilities to them.

Each position employed in the Diocesan of Manchester helps to extend the ministry of the bishop in particular ways as outlined in the position description. All employees of the diocesan administration assist the Bishop of Manchester in serving the parishes, schools and institutions of the Catholic Church in New Hampshire.

This is a full-time position reporting to the Superintendent of Catholic Schools.

RESPONSIBILITIES:

The President is the Chief Executive Officer of the schools and, as such, holds full responsibility for all aspects of the schools' operations. The President is a practicing Catholic who is charged, in this position, with advancing Catholic identity while achieving fully the mission of Bishop Brady High School and St. John Regional School (PreK-12). The President is appointed by the Bishop of Manchester and reports to the Superintendent of Schools.

The President is also responsible for the external affairs of the schools, for ensuring sufficient resources, sound fiscal management, and financial stability of the schools through direct oversight of business operations, development, alumni and community relations, and enrollment management activities.

The President is a spiritual leader within the schools, communicating and promoting Catholic values throughout the school communities, including staff, students, and parents. The President promotes the good reputation and values of the schools in acting as the primary liaison among the schools, the Advisory Board, the Catholic School Office, and the Diocese of Manchester. Working collaboratively with the school principals and administrative staff, the President ensures that Catholic values permeate the schools and students graduate with a deep understanding and appreciation of the Catholic world view. The President works closely with and supervises the principals, who have primary responsibility for the daily operation of the schools and the teaching-learning environment, to ensure a common vision for the schools and their mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

Duties and responsibilities are also subject to change by the employer as the needs of the employer and the requirements of the job change.

1. Promote the ecclesial purpose of Bishop Brady High School and St. John Regional School (PreK-12) and their function as ministries of the Church.
2. Communicates and oversee implementation of the bishop's directives affecting the schools.
3. Serve as chief executive officer to the Superintendent.
4. Provide training, reports, and leadership to the Advisory Board
5. Maintain strong communication with the Advisory Board.
6. Develop and coordinate with the Superintendent and entire school communities all strategic planning, development planning, and capital construction efforts.
7. Participate in the cultivation of major donors and solicitation of financial gifts to the schools.
8. Align all policies and practices with diocesan policies, including financial policies designed to ensure the viability of the schools.
9. Oversee all development and fundraising efforts, including grants.
10. Supervise the development office employees.
11. Direct the financial assistance program(s).
12. Maintain procedures consistent with NEASC accreditation processes.
13. Serve as the chief representative of the schools with the public and the media.
14. Work collaboratively with parents, patrons, and the broader community to build lines of communication, understanding, and support.
15. Provide updates on significant school level issues to the Catholic School Office and the respective diocesan offices.
16. Oversee all public relations actions by the schools and their personnel.
17. Oversee the schools' budgets ensuring accountability and alignment of expenditures with the mission of each school.

18. Supervise, evaluate and provide professional development opportunities for the schools' principals and assist the principals, as needed, in the overall management of school operations.
19. If a principal vacancy occurs, approve candidates for principal position and sign the principal's contract.
20. Ensure the schools collect, maintain, and communicate required records and reports.
21. Oversee departmental communications, correspondence, publications, and reports.
22. Help mediate school disputes that cannot be resolved at the school administration level.
23. May work closely with Chancellor and needed legal counsel on certain policy and personnel issues.
24. Maintain membership in several organizations and committees as needed.

JOB SCOPE:

Position encounters a wide diversity of work situations with a high degree of complexity. The President is responsible for developing policies and procedures and performs duties with little direction. The President is the Chief Executive Officer of the school and leads or oversees all development and financial matters. Personal contacts with individuals, groups, and organizations are made throughout the Manchester area. Contacts are often made through the President's own initiative and may contain confidential/sensitive matters necessitating discretion at all times.

SPECIFIC JOB SKILLS:

Must communicate effectively, both verbally (including oral presentations) and in writing; establish and maintain effective working relationships with employees, parents, students, vendors, donors, and the general public. Must be able to communicate effectively to large audiences. Strong interpersonal skills, creativity, decision-making, use of discretion, teamwork, negotiation, service orientation, public relations, independent judgment/action, presentations, supervising, problem analysis and ability to enhance school relations are required. Must be able to handle multiple projects/priorities. Proficiency with basic office equipment, including experience with spreadsheet, word processing and presentation software.

SUPERVISES:

Directly supervises and evaluates the school principals, development director, finance director, and admissions director.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

1. Practicing Catholic
2. Master's degree
3. Minimum of 4 years' experience in senior level business management
4. Experience in education which demonstrates the knowledge, skills, and abilities to perform the above-described essential functions.
5. Valid driver's license required.

ENVIRONMENT:

1. Office environment - clean, well-lit, environmentally comfortable, no fumes or airborne particles
2. Minimal exposure to chemicals related to copier equipment and general office solvents
3. Minimal requirement to reach at or above shoulder level; occasional reaching below shoulder level required
4. Frequent grasping and manipulation of equipment and controls
5. Ability to travel throughout the diocese.
6. Ability to work a flexible schedule, which may include nights and weekends.
7. Ability to tolerate prolonged sitting and/or standing and to lift approximately 25 pounds to waist high level whenever necessary
8. Mobility includes regular sitting, some standing, and walking

Interested candidates, please contact The Catholic Schools Office:

David Thibault, Superintendent of Schools
(603) 669-3100
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All inquiries are treated as confidential.