



PRESIDENT

ST. JOHN REGIONAL SCHOOL AND BISHOP BRADY HIGH SCHOOL

Two schools, whose beginnings are woven together by history, will be unified into one collaborative Prek-12 experience. With the announcement of the unification underway, the Diocese of Manchester now seeks an outstanding individual whose energy, dedication, and vision will elevate the one, unified school beyond its established traditions of excellence. The President, through visionary leadership, tangible action, and relationship-building, will make Bishop Brady and St. John's the premiere Catholic school serving the Concord area.

History

This is an exciting time in the history of both Bishop Brady High School and St. John Regional School. For more than 135 years, Catholic education has been deeply rooted in the Concord community. St. John Regional School and Bishop Brady High School have long stood as pillars of faith and learning, inspiring thousands of young people to live the Gospel and strive for excellence. With the 100th anniversary of the original St. John High School just five years away, the position of President of both schools will have a critical role in shaping the future of Catholic education in the region.



Founded in 1888, St. John Regional School is a Diocesan Catholic elementary school serving students from pre-kindergarten through grade 8. St. John's provides a Catholic education with high academic and moral standards. Their motto, "Fides, Caritas, Veritas," translates from Latin to "Faith, Charity, Truth" and contains the values they work to instill in their students. Generation after generation, the goal of St. John's is to develop students in a Faith-filled community into responsible citizens, with a strong academic foundation and a passion for learning. With a record of steady enrollment but with capacity to grow, St. John's looks to build upon its current successes and welcome more families into its community.

Bishop Brady traces its roots to St. John's High School which was established in 1930 on South State Street in Concord, New Hampshire. Named for the Most Reverend Matthew F. Brady, D.D., Bishop of Manchester, 1945-1959, Bishop Brady High School opened its doors in September 1963 as a Catholic co-educational school offering a college preparatory program in a supportive Christian atmosphere. Continuing the traditions of St. John's High School, Bishop Brady High School carries on the same motto: "fides, caritas, veritas"- the backbone of the strong principles behind the development of the total person. Graduates are ready to face the world armed with a solid foundation of academic strength, compassion for others, and a healthy respect for their religious beliefs, family and society. As the only Catholic high school serving the greater Concord area, Bishop Brady is filled with opportunity. Enrollment at the high school has declined over the past few years and the new president will have an active role in developing enrollment growth strategies, reestablishing value and positioning in the market.

The Future

Building on all this momentum, we are moving ahead with the unification of St. John Regional School and Bishop Brady High School into one collaborative, vibrant PreK–12 experience. We seek a school president whose experience, vibrancy, zeal and leadership would help raise both schools to higher standards of operational excellence, facilities, and safety. Moving to a unified model would likely lead to improved retention and increased enrollment and the school president would be a key component of driving those initiatives. The following plan has been approved by the Bishop of Manchester:

- Establishing a new unified Advisory Board with a president/principal leadership model. The President will oversee both schools and report directly to the Superintendent of Catholic Schools. The bishop will appoint the new Advisory Board members.
- Retaining the names St. John and Bishop Brady, while considering the removal of "Regional" with the option to adopt an overarching operational name.
- Following more than a year of strategic study, relocating St. John from the Christ the King parish campus to a new, and better-suited location.
- Upgrading facilities at Bishop Brady's campus.
- Securing new playing fields for shared use between both schools.
- Developing enrollment growth strategies, with a focus on strengthening the high school.
- Renewing our commitment to authentic Catholic identity.

The vitality of Catholic education in Concord is of the highest importance. While details are still being finalized, we are committed to a dual-campus, unified model—with St. John moving to a new location. Once the new Advisory Board is established and a president is hired, they in collaboration with the Superintendent, will develop and communicate a new vision, guiding principles, and strategic plan, informed by the feasibility study as a first step in securing new playing fields and upgrading the Brady facilities.

The Opportunity

By title, the President is the school's chief executive officer. In practice, the President will exemplify St. John and Bishop Brady's mission, culture, and tradition, while identifying opportunities for improvement and enhancement. As the institutional leader, the President is expected to execute the school's strategic plan, cultivate strategic relationships, and manage resources to deliver a high-quality, Catholic education. The President is responsible for the oversight and management of all school activities through the principal and staff. He/she is charged with implementing the Catholic philosophy of education and promoting the spiritual welfare of the school's students, faculty, and staff. The President is hired by the Bishop of Manchester and reports to the Superintendent of Catholic Schools. The President is not only the head of the school, but also its face – to students, to parents, to staff, to alumni, and to donors. The President is expected to lead the school with enthusiasm. He/she will serve as a devoted advocate for students and for the school to the community at large. The new President will help craft and narrate the exceptional story that is St. Johns and Bishop Brady.

The President should be a practicing Catholic, possess strong communication skills, and exhibit the ability to articulate and represent the mission and objectives of St. John's and Bishop Brady. In addition to strong leadership skills, this individual should have demonstrated success in fundraising, strategic planning, marketing, recruiting, and development.



Responsibilities

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. 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. 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 the business operations, development, alumni and community relations, and enrollment management activities.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Promotes the ecclesial purpose of Bishop Brady High School and St. John Regional School (PreK-12) and their function as ministries of the Church. Maintains relationship with surrounding parishes and their pastors, in order to promote a strong and authentic Catholic Identity.
2. Communicates and oversees implementation of the Bishop's directives affecting the schools.
3. Serves as chief executive officer to the Superintendent. Provides training, reports, and leadership to the Advisory Board, maintaining strong communication with them.
4. Develops and coordinates with the Superintendent and entire school communities all strategic planning, development planning, and capital construction efforts.
5. Participates in the cultivation of major donors and solicitation of financial gifts to the schools.
6. Aligns all policies and practices with diocesan policies including financial policies designed to ensure the viability of the schools.
7. Oversees all advancement efforts, to include development, fundraising, alumni relations, marketing, enrollment, and communications. Has direct responsibility over those teams.
8. Ideates, leads, and executes the strategic plan for the schools, in partnership with key stakeholders
9. Directs the financial assistance program(s).
10. Maintains procedures consistent with NEASC accreditation processes.
11. Serves as the chief representative of the schools with the public and the media.
12. Works collaboratively with parents, patrons, and the broader community to build lines of communication, understanding, and support.
13. Provides updates on significant school level issues to the Catholic School Office and the respective diocesan offices.
14. Oversees all public relations actions by the schools and their personnel.
15. Oversees the schools' budgets ensuring accountability and alignment of expenditures with the mission of each school.

16. Supervises, evaluates and provides professional development opportunities for the schools' principals and assists the principals, as needed, in the overall management of school operations.
17. If a principal vacancy occurs, approves candidates for principal position and signs the principal's contract.
18. Ensures the schools collect, maintain and communicate required records and reports.
19. Oversees departmental communications, correspondence, publications and reports.
20. Helps mediate school disputes that cannot be resolved at the school administration level.
21. May work closely with Chancellor and needed legal counsel on certain policy and personnel issues.
22. Maintains membership in several organizations and committees as needed.

SPECIFIC JOB SKILLS:

Models a strong Catholic faith life and promotes Catholic identity and strong academics within the school. 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.

EDUCATION AND/OR EXPERIENCE:

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

SUPERVISES:

Directly supervises and evaluates the Executive Leadership Team to include: school principals, development director, finance director, and Admissions/Enrollment director.



To read the full job description and learn how to apply:



Diocese of Manchester