



## **PRESIDENT JOB DESCRIPTION AND EXPECTATIONS**

Cristo Rey Brooklyn High School (“CRB”) is seeking to hire a dynamic and inspirational leader to serve as the school’s next President and Chief Executive Officer.

The President reports to the CRB Board of Directors and will be the school’s visionary leader, apostolic leader, and primary institutional spokesperson to all the school’s constituents. The President is directly responsible for ensuring sufficient resources, sound fiscal management, and financial stability of the school through direct oversight of the school’s operations.

The President leads and directs the school’s administrative team to accomplish stated goals to achieve the Mission and Vision. The President’s primary responsibilities include:

- Represents the school internally and externally, communicating the Mission and programs of CRB to the school’s various publics, including working with groups representing the school at civic, development, religious, and other public functions.
- Serves as the principal liaison in communications with the Cristo Rey Network, the Sisters of Mercy (the school’s religious endorser), and the Diocese of Brooklyn. Specifically ensures that the school follows the 10 Cristo Rey Network Mission Effectiveness Standards and Mission.
- Ensures spiritual leadership to permeate students, faculty, and staff with the fundamental values and beliefs of school’s Mission.
- Works closely with the Executive Committee and the Board of Directors; communicates clearly and timely on matters impacting the school; is a member of all standing committees and participates in their meetings; and provides assistance in setting various agendas.
- The President is responsible for collaborating effectively with the Board Chair and other members of Board leadership to ensure that the Board of Directors is properly supported by the school administration and is comprised of members who can help the school achieve its Mission.
- Provides final approval for financial affairs and fiscal management of the organization, including achieving budgetary and strategic financial goals and managing investments.
- Ensures that appropriate accounting systems and internal controls are in place and maintained and provides regular financial reports to the Board of Directors of all funds and assets of the school and all income and expenditures pertaining to its operations.

- Ensures that the right people are hired and retained for the right positions and supports them in their growth and professional development.
- Provides support and leadership in all school undertakings, including excellence in academic development; securing and retaining corporate job sponsors; serving as the school's chief fundraiser; and ensuring that the assets of the school are kept in good working order and used to maximize the ministry of the school.

### **Qualifications Preferred:**

First and foremost, the President must be committed to education reform – particularly for traditionally underserved students – and have passion for the distinct Mission, Vision, values, academic standards, and Catholic identity of the Cristo Rey Network such that s/he can inspire people to support this unique education model. Must be a practicing Catholic living in conformity with the teachings of the Church.

- Proven business management and development, fundraising and/or revenue generating success.
- 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, and nonprofit sectors.
- Significant visionary leadership and management experience, with demonstrated success in addressing immediate organizational needs but driving toward longer-term goals with buy-in from all stakeholders.
- Awareness of and commitment to the Catholic traditions of education, service, and social justice; the credibility to lead and represent a Catholic organization with integrity; and the facility for working well with diverse Catholic church leaders, lay and clerical.
- The executive presence to inspire organizational and professional confidence, passion, and persistence in an ambitious, fast-paced, and results-oriented period of growth, all while maintaining a positive work environment.
- The maturity and wisdom required to optimize Board members' engagement in the Mission.
- Strategic planning experience and execution capabilities.
- Strong budget management skills.
- Unquestionable integrity.
- A Bachelor's degree and, preferably, a graduate degree.

### **Compensation**

\$185,000 to \$215,000

## **Application Process**

Applications will be accepted through March 11, 2024. The start date is July 1, 2024. Each candidate must submit the following documents and information to be considered:

- Letter of Interest
- Resume
- Response to reflection questions

**Only complete application packages will be considered.** Please submit complete application packages to [presidentsearch@crstoreybrooklyn.org](mailto:presidentsearch@crstoreybrooklyn.org).

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### **Mission Statement**

Cristo Rey Brooklyn is a Catholic high school partnering with families of all creeds to educate deserving young people from underserved communities to become men and women of faith, purpose and service. By integrating a rigorous curriculum, a unique work-study experience and the support of an inclusive school community, we enable students to succeed in college and beyond with the values essential to a fulfilling life.

### **Vision Statement**

To be considered one of the best high schools in New York as measured by academic growth and achievement, graduation rates and college success. Cristo Rey Brooklyn High School alumni will be recognized as lifelong learners, inspirational community and professional leaders, and committed to a purpose beyond self.

*Cristo Rey Brooklyn High School is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, national or ethnic origin, age, religion, disability, or any other category protected by federal, state or local law in the administration of any of its educational programs and activities or with respect to employment.*