



**President**  
**Archbishop Wood High School**  
**Warminster, Pennsylvania**  
<https://www.archwood.org/>

## **THE INSTITUTION**

Archbishop Wood High School is a private, Roman Catholic high school within the Archdiocese of Philadelphia located on thirty-two-acres in Warminster Township, Bucks County. It was named to honor the memory of the Most Reverend James F. Wood, the fifth Bishop of Philadelphia and its first Archbishop. The school opened in September of 1964 to serve the youth of Central and Upper Bucks County along with areas of Eastern Montgomery County and has earned a well-deserved reputation for Catholic formation and academic excellence, boasting numerous awards and honors over the years.

The President/Principal model of administration was introduced in September 1994. Today with an enrollment of 711 students, this vibrant educational community continues as strong as ever under the guidance and direction of dedicated administration, faculty and staff, both lay and religious, who strive together to provide the highest level of academic excellence with pride in the school's Catholic mission of service to our students and their families.

For additional information, please visit the Archbishop Wood website at <https://www.archwood.org/>.

## THE POSITION

The President is the chief executive officer responsible for providing visionary leadership and strategic direction to ensure the school's continued growth and success. The President will emphasize alumni and community engagement, enrollment growth, and development initiatives to support the mission and values of the Roman Catholic faith within the Archdiocese of Philadelphia. This role requires a dynamic leader with a strong commitment to Catholic education, exceptional communication skills, and a proven track record in organizational leadership and development.

The President reports to the Chief Operating Officer of the Office of Catholic Education in matters pertaining to the administration of the school and the Board of Directors per the bylaws of Boards of Specified Jurisdiction in the Archdiocese of Philadelphia.

## Specific Responsibilities

### *Leadership and Vision*

- Provide strategic leadership and direction to the school community, ensuring alignment with the mission and values of the Roman Catholic Church.
- Foster a positive and inclusive school culture that promotes academic excellence, spiritual growth, and personal development.
- Broad oversight of all faculty and staff with direct supervision and evaluation of the Principal, Director of Institutional Advancement, Director of Enrollment Management, and maintenance staff.
- Cultivate a strong and transparent working relationship with the Board and work collaboratively on the development and execution of a strategic plan.

### *Development and Fundraising*

- Oversee the development and execution of a comprehensive fundraising strategy, including annual giving, capital campaigns, and planned giving.
- Cultivate and steward relationships with donors, alumni, parents, and community partners to secure financial support for the school's programs and initiatives.
- Collaborate with the development team to identify grant opportunities and prepare grant proposals.

### *Operational Management*

- The effective and efficient operation of the school, including budget management, facilities oversight, and compliance with archdiocesan policies.
- Work closely with the Board of Directors and administrative team to develop and implement policies and procedures.
- Foster a collaborative environment among faculty, staff, students, and parents.
- The safety, security, and well-being of students, faculty, staff, and volunteers.

### *Alumni and Community Engagement*

- Develop and implement strategies to strengthen relationships with alumni, encouraging their active participation and support in school activities, fundraising, and mentorship programs.
- Engage with the local community, including parishes, businesses, and civic organizations, to enhance the school's visibility and reputation.

- Attendance and engagement at school social, academic and athletic events, including alumni reunions, community outreach programs, and networking opportunities.
- Create a highly visible profile and clear identity to help Archbishop Wood High School distinguish itself in the marketplace.

***Enrollment Management***

- Lead initiatives to attract and retain students, ensuring the school's enrollment goals are met.
- Collaborate with the admissions team to develop effective marketing and recruitment strategies.
- Monitor enrollment trends and implement data-driven decisions to enhance the student experience.

***Academic Excellence***

- Support and enhance the school's academic programs, ensuring they meet the highest standards of quality and innovation.
- Promote professional development opportunities for faculty and staff to stay current with educational best practices.

**Qualifications**

- Minimum of 10 years of experience in education, business, not for profit, or other organizational leadership, preferably within a Catholic school setting.
- Must be a practicing Catholic with a strong commitment to the mission and teachings of the Roman Catholic Church.
- Visionary and strategic planning capabilities to be applied toward the development of an innovative fundraising program and the leadership necessary to ensure its successful implementation.
- Proven track record in alumni relations, community engagement, enrollment management, and fundraising.
- Excellent communication, interpersonal, and organizational skills.
- Master's degree in education, Business Administration, or a related field required, or comparable experience.
- Limited travel required; but anticipated to regularly attend events after school hours and weekends as needed.

*The Archdiocese of Philadelphia is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to all qualified applications without regards to race, color, religion, age, sex, national origin, disability or protected veteran status.*

*As a religious organization, the Archdiocese of Philadelphia is also bound by Canon Law and Catholic teachings. For this reason, there may be occasions when an employee's failure to adhere to the truths of the Catholic faith are a factor in employment-related decisions. In the event an employee fails to adhere to, or takes a position publicly that is contrary to, Catholic doctrine and teachings, or any policy or procedure maintained by the Archdiocese, the employee may be subject to disciplinary action up to and including termination of employment. The Archdiocese of Philadelphia and its entities are Roman Catholic religious organizations, and their employees are expected to respect and conduct themselves in accordance with the values, teachings, and moral of the Roman Catholic Church.*

*Employment practices will not be influenced by an individual's legally protected status, or any other basis as may be required by local, state and/or federal law as those laws apply to the Archdiocese.*

*The Archdiocese offers a competitive salary and benefits package commensurate with experience and education.*

### **Application Procedure**

To apply, please submit the following materials, confidentially and as separate PDF attachments in one email to Tara Sweeney, [tsweeney@lambertassoc.com](mailto:tsweeney@lambertassoc.com) Please include Archbishop Wood High School in the subject field.

- Cover letter
- Current resume
- Statement of Catholic educational philosophy
- Before employment can begin, the remaining requirements must be met: PA required clearances and a letter of recommendation from the Pastor of the parish in which you are registered.



**Tara Sweeney, Partner**

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