



**President**  
**Gloucester Catholic Junior Senior High School**  
**Gloucester City, NJ**  
<https://gchsrams.org/>

### **THE INSTITUTION**

Gloucester Catholic Junior Senior High School is a parish-based Catholic school in the Diocese of Camden serving students in grades seven through twelve. Located in the city of Gloucester, New Jersey, Gloucester Catholic has been in operation for 100 years.

Gloucester Catholic is dedicated to providing an exceptional Catholic education grounded in faith, knowledge, and loyalty. The vibrant community is a place where students can grow academically, spiritually, and socially, preparing them for success in college and beyond.

For additional information, please visit the Gloucester Catholic Junior Senior High School website at <https://gchsrams.org/>.

### **THE POSITION**

The President is a newly created role at Gloucester Catholic and serves as the Chief Executive Officer responsible for supporting and implementing the mission of the school and for ensuring its sustainability. In collaboration with the Board of Limited Jurisdiction, the President will lead the implementation and evaluation of the school's strategic plan. The President works collaboratively with the school leadership team managing day-to-day academic, faculty, and student matters. The President will provide leadership in advancing the school in the areas of fundraising, admissions, marketing, community engagement, and communications. The President is appointed by the Bishop of Camden and is accountable to the Board of Limited Jurisdiction, the Superintendent of Schools, and the Pastor of St. Mary's Parish.

## **Specific Responsibilities**

### ***Vision, Strategic Planning, and Accomplishment of Annual Objectives***

- Working with the Board of Limited Jurisdiction, create an effective process for long-range and strategic planning for the school.
- Develop and articulate a shared vision for the future of the school, building understanding around the current mission and developing appropriate goals and strategies to advance that mission annually.
- Demonstrate knowledge of what must change and what must remain the same in order to accomplish the school's mission and realize its vision.
- Determine optimal organizational structure to improve communication, accountability, and the effectiveness and efficiency of the school as a whole.
- Lead the staff in the implementation of the strategic plan and annual plans.
- Work to ensure that the school is faithful to the Magisterium of the Church and to the directives of the bishop and promote the essential characteristics and fundamental values of a Catholic school.
- Ensures that there are appropriate systems and resources in place to facilitate the school's day-to-day operations, achievement of its annual goals, and short- and long-term sustainability.

### ***Leadership and Staff Management***

- Provide visible witness to faculty, staff, students, and families on issues related to the school's mission and goals.
- Inspire the confidence of colleagues with the ability to bring people together and facilitate working towards consensus in important matters.
- Provide broad leadership of all faculty and staff working closely with the Principal who is charged with the development of academic and co-curricular programs.
- Foster a culture of accountability, continuous improvement, and data-driven decision making.
- Model effective behaviors and skills and build morale among staff and volunteers.
- Supervise the Principal and any and all personnel in the areas of institutional advancement, fiscal management, business operations, enrollment, and marketing and communications. Where religious congregation or diocesan priests are involved, the policies of the religious congregation and Office of Priest Personnel will be observed.
- Monitor and coordinate matters regarding employment, retention, and dismissal of personnel, salaries and contracts, job assignments, professional development, and performance evaluations tied to institutional benchmarks.

### ***Institutional Advancement***

- In partnership with the Board and appropriate staff, responsible for developing and implementing appropriate fundraising and financial development strategies. The President and Board use their combined strengths, knowledge, and relationships to help the school achieve its objectives.
- Understand the current and future financial resources needed to realize the school's mission. Be innovative in the creation of partnerships with businesses or other institutions that contribute to the school's resources.
- Serve as the school's chief fundraiser, working effectively with staff, donors, alumni, and board members to secure adequate income and strong personal commitments from those who have an interest in the school.

- Oversee the development and execution of a comprehensive fundraising strategy, including annual giving, capital campaigns, corporate and foundation relations, alumni engagement, and planned giving.
- Engage with and oversee the activities of the alumni association.

### ***Fiscal Management***

- Ensure that effective planning and budgeting systems are in place and that the school's mission, goals, and strategic plan serve as the basis for sound financial planning.
- Supervise qualified staff to monitor, assess, and manage the financial health of the school.
- Establish and ensure the implementation of a system linking strategic and operational planning with the school's budgeting process.
- Responsible for the development of the annual budget and ensure the timely collection of tuition and fees.
- Present financial reports to the Board on a regular basis and submit an annual budget for review, revision, and approval. Submit the budget to the Superintendent of Schools.
- Ensure that a clear and accurate accounting system is maintained, allowing the Board to monitor the school's finances, operations, and mission-effectiveness in relationship to the approved budget and to make informed financial decisions.

### ***Business Operations Management***

- Assure that the school has in place: sound risk management policies, financial management systems, appropriate personnel policies, evolving campus master plan, and plans for the appropriate use of technology.
- Ensure compliance with all legal and regulatory requirements.
- Work with the Principal to develop appropriate policies in compliance with diocesan policies and the stated mission of the school.
- Direct the long and short-range facilities planning and management. Ensure safe and efficient operation and maintenance of school facilities and grounds.
- Promote high standards of quality for the school's academic, athletic, arts, and other curricular and extracurricular programs for students and their families. Recommend new programs and the modification or discontinuance of current programs, as appropriate. Ensure that the Principal and other staff manage these programs effectively.

### ***Enrollment***

- Ensure that effective marketing efforts and recruitment strategies are developed and implemented to attract and retain a vibrant enrollment.
- Work closely with the Board and the Principal to ensure that the school sustains and promotes excellent programs and opportunities that are attractive to potential students and their families.
- Ensure the implementation of creative and effective recruitment efforts to enroll students committed to the mission, values, and educational opportunities offered.
- Ensure that the school has sufficient resources for the number of students enrolled and plan for such resources based on accurate projections of student enrollment.
- Oversee the timely registration of students each year to promote strong programmatic and financial planning.
- Monitor enrollment trends and implement data-driven decisions to enhance the student experience.

### ***The President/Board of Limited Jurisdiction Partnership***

- Work with the Board to develop and maintain a strong cooperative relationship and an effective system for sharing information.
- Raise issues and questions and provide adequate information to inform board discussions.
- Create opportunities for staff to interact with board and committee members enabling effective relationships to develop.
- Collaborate with the board to develop goals against which performance will be evaluated annually. Evaluations are provided to the Board, the Superintendent of Schools, and the Bishop.

### ***External Relations***

- Establish and maintain positive relationships with the many stakeholders of the school.
- Maintain a positive professional reputation in the local community and serve as a good ambassador for the school.
- Develop relationships and meet personally with key constituents in the community, leaders of other schools, and potential funders to improve school/community relationships, to advance the school's image, and to raise funds.
- Engage with the local community, including parishes, Catholic elementary schools, businesses, and civic organizations, to enhance the school's visibility and reputation, creating a highly visible profile to assist Gloucester Catholic in distinguishing itself in the educational marketplace.
- Attend and engage at school social, academic, and athletic events, including alumni reunions, community outreach programs, and networking opportunities.

### ***Academic Excellence***

- Working closely with the Principal and Faculty Association, support and enhance the school's academic programs, ensuring they meet the highest standards of quality and innovation.
- With a mindset of growth, leadership, and innovation, ensure the best talent in education is pursued in order to provide an outstanding educational experience for all students.
- Promote professional development opportunities for faculty and staff to stay current with educational best practices that are tied to measurable outcomes.

## **THE CANDIDATE**

The President must be a practicing Catholic, model Catholic values, and believe in the mission and vision of Catholic education. The successful candidate must have a proven track record of external relations and strategic leadership. The candidate must be a motivated leader with a vision for the future, embracing the latest innovation, technology, and educational strategies. The President is a visible, supportive, and accessible presence, known and respected by the Gloucester Catholic community. The successful candidate will work with the Board in implementing the strategic plan incorporating a vision for growth.

## **Qualifications**

- Minimum of 10 years of experience in education, business, nonprofit, or 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.

- Significant management experience with demonstrated success in addressing immediate organizational needs while also driving toward long-term goals with buy-in from stakeholders.
- Working knowledge of overall operations of a successful and integrated organization, including finance, budget development, admissions, fundraising, marketing, building projects, and care and maintenance of the physical plant.
- 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.
- Demonstrated financial management skills including developing and managing budgets.
- Proven track record in alumni relations, community engagement, enrollment, fundraising, revenue generation, and budget management.
- Demonstrated ability to lead, manage, motivate, and develop staff, fostering a culture of accountability, professional development, and high performance.
- Strong interpersonal and communication skills to express, both orally and in writing, the mission and goals of the school and to build, foster, and maintain positive relationships with both internal and external constituencies.
- Excellent public speaking skills complemented by a demonstrated ability to interact with diverse personalities and situations with ease and grace.
- A collaborative management style and demonstrated ability to coach, inspire, and empower faculty and staff while modeling professional conduct, demeanor, and work habits.
- Master's degree in Education, Business Administration, or a related field preferred.
- Limited travel required; must be available to attend events after school hours and weekends as needed.

### **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 Gloucester Catholic Junior Senior 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: 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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