



TITLE: President
DEPARTMENT: President's Office
FLSA STATUS: Exempt
EMPLOYMENT STATUS: Full-time
LOCATION: Los Angeles, CA

Position Summary

As chief executive officer, the President guides the overall direction of Verbum Dei High School ("Verbum Dei") to achieve the purpose of the school as set forth in the Mission Statement and other related documents. As a Catholic, Jesuit-sponsored school and a member of the Cristo Rey Network, the President will work to ensure full compliance with the standards set forth by the Jesuit West Province and the Cristo Rey Network. The President's role is one of leadership that promotes service and unity with special concern for articulating the mission and Jesuit identity of the school.

The President will ensure through his/her experience, that the academic standards of Verbum Dei are maintained at the highest level. In addition, fundraising will be a major responsibility to ensure Verbum Dei's strategic objectives and long term planning can be met with adequate resources. Although the President delegates most of the day-to-day responsibilities for Verbum Dei's management to the school's administrative team, he/she will work closely with and provide strategic direction to these individuals.

Essential Functions

The essential functions include, but are not limited to the following:

- Oversees the school's external relations which specifically includes the Corporate Work Study Program, all Advancement Strategies and Responsibilities, Alumni, and community outreach. Articulates the school's mission to the greater Los Angeles community.
- Serves as the school's chief fundraiser and public person. Provides strategic fundraising leadership including the ongoing cultivation of present and prospective donors. Approves all fund-raising and development projects and events as well as all public relations releases and programs. Also provides specific leadership of annual and special fund-raising campaigns.
- Ensures the school's academic standards are leading edge and works closely with the principal, academic deans and faculty to ensure a rigorous college preparation curriculum is maintained to ensure each student's long term academic success at the collegiate level
- Articulates the school's mission to the greater Los Angeles community. Communicates the philosophy and programs of Cristo Rey to the school's various publics, including working with



parent groups and representing the school at civic, religious, and other public functions. Provides opportunities for adult/family enrichment programs for both the families of students and the community at large.

- Works directly with the school's CFO to prepare a budget each year to support critical responsibilities in Advancement, Public Relations, and the relationships with our corporate partners for final approval by the Board. Pursuant to the Board-approved budget, provides final approval for financial affairs, including the management and use of scholarship and endowment funds, tuition and fee schedules, debt services, and other bank negotiations. Pursuant to the school bylaws and directives of the Board, approves expenditures beyond those already provided for in the approved budget.
- Pursuant to the annual operating budget approved by the school's Board, determines the school's organizational structure and gives final approval of the faculty/staff salary scales, stipends, and benefit packages.
- Provides final approval for academic affairs, including admission and recruitment policies, new curricula/programs, and student disciplinary withdrawals.
- Presents plans for plant development, including construction of new facilities, redistribution of physical space, and acquisition of new equipment to the school's Board or other governing body for review and approval.
- Provides leadership to permeate students, faculty, and staff with the fundamental values and beliefs of the school's mission.
- Serves as the school's liaison to the Cristo Rey Network and participates in annual meetings of Cristo Rey school leaders and personnel.
- Serves as the liaison between the school and the Jesuit West's Provincial's office to ensure the ideals of being a Jesuit sponsored school are executed.
- Lives and breathes Verbum Dei's unique mission and exudes a respect for the nobility of teaching as well as a love for working with young people

Minimum Qualifications

- Must be a practicing Catholic
- Masters in Administration and/or Education required
- Sensitivity to the ethnic, racial, and religious backgrounds of the student body
- Experience in fundraising, development, finance

About Verbum Dei High School

Verbum Dei is a Catholic, Jesuit high school located in Los Angeles, California. The school provides its all-male student body a rigorous college prep curriculum that is complemented by a unique corporate work study



program through its affiliation with the Cristo Rey Network. Verbum Dei maintains its 100% college acceptance rate through the hard work of the young men who are empowered and strengthened by a demanding and nurturing environment, strong sense of brotherhood, and a deep sense of God's presence and love in their lives. Verbum Dei young men believe they will change the world....and they will!

How to Apply

The Finney Search Group (www.thefinneysearchgroup.com) has been engaged to assist Verbum Dei High School in the search for its next President.

All qualified candidates must send a cover letter, statement of educational philosophy, and resume to:

Mr. Sherm Bristow - sbristow@thefinneysearchgroup.com

Mr. Bo Dixon - bdixon@thefinneysearchgroup.com

All search-related questions should be directed to sbristow@thefinneysearchgroup.com.

Please do not contact or send any materials to Verbum Dei directly.

The deadline to apply is December 15, 2017.

Disclaimer

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the knowledge, skills, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.