

Archdiocese of Philadelphia
“Equipping saints for life in this world and the next!”

School Administrator Opening: PRESIDENT, Conwell-Egan Catholic High School

Overview

The Conwell-Egan Board of Directors and the Archdiocese of Philadelphia Office of Catholic Education seeks a dynamic, innovative, and results-driven leader for President. The President will assume the role at an important time in education reform in the Archdiocese of Philadelphia. Strategic management and operation of the Secondary Schools is provided by the Faith in the Future Foundation, which has planted the seeds for innovation, opportunity, and leadership. The organization’s core purpose is “to equip saints for life in this world and the next.” Our vision for a thriving Catholic School System focused on faith, academics and inspiring the future leaders of tomorrow drives our combined efforts.

The President is appointed in collaboration with the Conwell-Egan Board of Directors and the Secretary for Catholic Education. The President reports to the Secretary for Catholic Education in matters pertaining to the administration of the school and The Conwell-Egan Board of Directors per bylaws of Boards of Specified Jurisdiction in the Archdiocese of Philadelphia.

Knowledge, Skills and Responsibilities

High School Presidents, as the executive school leader should display leadership mastery in the following key dimensions:

- Catholic Education: Mission, Spirituality and Culture
- Vision and Leadership: Setting Direction and Accountability
- Building Relationships and Developing People
- Board Development, Fiscal Stewardship and Advancement
- Operational Expertise

Overview of key responsibilities include but are not limited to:

- Catholic Identity: Promotes the essential characteristics and fundamental values of a Catholic school.
- Enrollment Management: Collaborates with the Board and the school staff in marketing and development initiatives to increase enrollment and retention. Institutional Advancement Drives and documents success in achieving established fundraising goals. Leads donor solicitation at a high level, i.e. Capital Campaigns, Planned Giving, and Major Gifts.
- Financial: Maintains oversight of financial operations of the school, working closely with the Chief Financial Officer of the Archdiocese.

- Leadership: Provides leadership for all areas of school life and works closely with the Principal, who is charged with and directly responsible for the academic and co-curricular programs of the school.
- Planning: Collaborates with the Board of Specified Jurisdiction, the school administration, and the faculty, to develop and implement a strategic plan that is consistent with the mission of the school and the policies of the Office of Catholic Education.
- Resources: Utilizes all available resources to:
 - provide scholarships and tuition assistance to make the school affordable to all who desire a Catholic education
 - support academic program innovation and enhancements
 - improve and maintain facilities

Preferred Qualifications and Experience

- Advanced graduate degree in education or business administration
- Exceptional communication and interpersonal skills
 - Proven ability to engage and inspire a wide range of stakeholders
 - Build mutually beneficial relationships with the philanthropic, corporate and nonprofit sectors
- Visionary and managerial leadership experience, with demonstrated success in addressing immediate needs and long term goals
- Experience in strategic planning, implementation and review
- Strong skills in financial management and oversight
- Strategic enrollment management skills
- Proven fundraising and/or revenue generating success

Must be a practicing Catholic as verified by the pastor of the parish in which the applicant is registered.

Compensation

The salary for the President is competitive and commensurate with experience.

Those interested in the position should send their cover letter and resume to Charles Hughes at chughes@archphila.org.

Conwell-Egan Catholic High School Background

Mission

Conwell-Egan Catholic High School, within the tradition of our Catholic faith, collaborates to build character through service, achieve academic excellence, and demonstrate commitment to lifelong learning.

Belief Statements

- We believe that the Catholic faith permeates all aspects of our educational process
- We believe that the collaboration of faculty, families, students and staff will foster spiritual, academic, and social growth
- We believe that all students deserve a safe and nurturing environment
- We believe that we give students the opportunity to expand their unique talents and abilities
- We believe that we challenge students to become lifelong learners who manifest their Catholic education through faith-based service
- We believe that our graduates are responsible and productive citizens who are prepared to participate in an ever-changing global society

General Information

Conwell-Egan Catholic High School is a comprehensive, co-educational diocesan secondary school of the Archdiocese of Philadelphia serving grades nine through twelve. The school is located in the Levittown area of Bucks County PA. Conwell-Egan Catholic High School is in a beautiful and quiet setting that allows our school community the opportunity to work in a safe environment conducive to higher learning. Conwell-Egan Catholic High School serves a diverse mix of students with rigorous academic programs grounded in the teachings and formations of the Catholic faith.

Conwell-Egan Catholic High School emphasizes college readiness, life-long learning and critical thinking skills that are supported by the latest technology and implemented by a caring and dedicated staff.

The Pennsylvania Department of Education, the Middle States Association of Colleges and Schools, and the Archdiocese of Philadelphia accredit Conwell-Egan Catholic High School.

Official School Website: <http://www.conwell-egan.org>