

Catholic Schools of Broome County
70 Seminary Avenue
Binghamton, NY 13905

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OVERVIEW OF THE ROLE:

The President serves as the Chief Executive Officer of the school system, and is focused on long-term, strategic issues in order to advance the mission of CSBC across the Greater Binghamton area. The President achieves this by focusing on the following responsibilities:

- **Catholic Identity:** Promotes the essential characteristics and fundamental values of a Catholic school system to existing and potential students, their families, and the community as a whole.
- **Institutional Advancement:** Serves as the system's chief fundraiser and main community contact. The President directs marketing efforts, recruitment strategies, fundraising programs, and alumni/alumnae activities in collaboration with CSBC staff and the Board of Directors. The President is responsible and works closely with the Board of Directors in recruiting and retaining community partners to ensure financial sustainability.
- **Leadership:** Hires, manages, provides leadership and works closely with the Principals, who are charged with developing the academic program of the school including areas of: admission, academic affairs, ministry, student discipline, retention and non-academic programs. Works with the Diocese of Syracuse to ensure state and national standards are met and exceeded.
- **Enrollment and Development Management:** The President collaborates with the Board of Directors and the staff in marketing and development initiatives to increase enrollment and retention. The President is responsible for meeting annual enrollment and retention goals as set in collaboration with the Board of Directors.
- **Communication:** As the chief spokesperson of CSBC, communicates the philosophy and programs of the system to various publics, including working with parent groups and representing the system at civic, religious and other public functions.
- **Planning:** The President in collaboration with the Board of Directors, the school administrators, and the faculty, develops and executes a strategic long-range plan that is consistent with the mission of the system and Diocese.
- **Operations:** The President works closely with the School Principals and CSBC Controller to ensure a fiscally responsible operational environment that is in line with our strategic plan.
- **Alumni Association:** Ensures the development of a strong alumni relations program including outreach, communication, and fund development.
- **Policies and Programs:** The President approves all school policies and programs, provided they are consistent with policies and stated mission of the system as a Catholic Community, an academic center, and a diocesan institution.

- **Recruitment and Retention:** With a mindset of growth, leadership, and innovation, ensures that we are pursuing the best talent in education as we seek to build outstanding leadership in the Schools. Works with the appropriate leadership to ensure that the schools develop and evaluate all staff members.