

## **President of Cristo Rey Boston High School Job Description**

As Chief Executive Officer, the President leads Cristo Rey Boston High School to achieve its mission as a member of the national Cristo Rey Network.

The President (as CEO of the school) is hired by and accountable to the Cristo Rey Boston High School Board of Trustees.

The President has overall responsibility for the management of Cristo Rey Boston High School. The President will lead the school in development, implementation, maintenance, and monitoring of an exceptional program that supports and promotes the school's mission and values with special emphasis on the religious and spiritual orientation of the school. The President must be Catholic.

The President will be the school's visionary leader and principal institutional spokesperson to all of the school's constituents.

The President leads and directs the school's administrative team to accomplish stated goals to achieve the mission. The President's primary responsibilities include:

- Represents the school internally and externally, communicating the mission and programs of Cristo Rey Boston High School to the school's various publics, including working with parent groups and representing the school at civic, religious and other public functions.
- Provides spiritual leadership to permeate students, faculty and staff with the fundamental Catholic values and beliefs of Cristo Rey Boston High School's mission.
- Communicates the mission and goals of Cristo Rey Boston High School clearly and enthusiastically.
- Works closely with the Executive Committee and the Board of Directors; communicates clearly and timely on matters impacting the school; is a member of all standing committees and participates in their meetings; and provides assistance in setting various agendas.
- The President is responsible for collaborating effectively with the Board Chair and other members of Board leadership to ensure that the Board of Directors is properly supported by the school administration and is comprised of members who can help the school achieve its mission.
- Pursuant to the Trustee-approved budget, provide final approval for financial affairs, including the management and use of scholarship and endowment funds, tuition and fee schedules, debt service and bank negotiations. Pursuant to the school bylaws and directives of the Trustees, approve expenditures beyond those already provided for in the approved budget.
- Ensures that appropriate accounting systems and internal controls are in place and maintained, and provides regular financial reports to the Directors of all funds and assets of the Corporation and all income and expenditures pertaining to its operations.
- Pursuant to the annual operating budget approved by the school's Board of Trustees, determine the school's organizational structure and give final approval of the faculty/ staff salary scales, stipends and benefit packages.
- Provides support and leadership in the ongoing efforts to secure and retain corporate job sponsors, which is vital to the financial success of the school's mission.
- Serve as the school's liaison and follows the 10 Cristo Rey Network Mission Effectiveness Standards and Mission Statement.

- Serve as the school's chief fundraiser. Approve all fundraising and advancement projects and events, including annual and special fundraising campaigns, all public relations and marketing.
- Ensures that the right people are hired and retained for the right positions and supports them in their growth and professional development.
- Delegates responsibility and authority appropriately to others and holds them accountable for achieving results.

#### Qualifications Preferred:

First and foremost, the President must be committed to education reform – particularly for traditionally underserved students – and have passion for the distinct mission, values, academic standards, and Catholic identity of the Cristo Rey Network such that s/he can inspire people to support this unique education model.

- Catholic
- Awareness of and commitment to the Catholic traditions of education service and social justice, the credibility to lead and represent a Catholic organization with integrity, and facility for working well with diverse Catholic church leaders, lay and clerical.
- Exceptional communication and interpersonal skills including proven ability to engage and inspire a wide range of stakeholders, build creative and mutually beneficial relationships within the philanthropic, corporate, public, and nonprofit sectors.
- Proven fundraising and/or revenue generating success, preferably in the non-profit sector and with foundations.
- Significant visionary leadership and management experience, with demonstrated success in addressing immediate organizational needs but driving toward longer-term goals with buy-in from all stakeholders.
- The executive presence to inspire organizational and professional confidence, passion and persistence in an ambitious, fast-paced, and results-oriented period of growth, all while maintaining a positive work environment.
- The maturity and wisdom required to optimize Board members' engagement in the mission.
- Strategic planning experience and execution capabilities.
- Strong budget management skills.
- Preferably, previous experience in the education sector and/or the sensibilities and perspective necessary to validate his/her leadership in a school.
- Critical thinking and problem solving skills, including evidence of enhancing an organization's financial strength and sustainability.
- Urban experience with people of limited income.
- Unquestionable integrity.
- A Bachelor's degree and, preferably, a graduate degree.

#### Compensation

The salary for the role is competitive.

#### Background on Cristo Rey

In 1996, in response to the needs and aspirations of a strong working-class community, the first Cristo Rey school was created by Jesuits in Chicago's Pilsen neighborhood. Led by Founder Father John P. Foley, SJ, the school struggled financially but got stronger each year as enrollment and corporate partnerships increased.

Momentum grew and the school began to receive public acclaim as the “school that works,” both literally and figuratively.

In 2001, people interested in replicating Cristo Rey gathered from around the country and the Cristo Rey Network was launched. In 2001 and 2002, respectively, De La Salle North Catholic in Portland and Verbum Dei in Los Angeles adopted key Cristo Rey pillars: the corporate work study model and the exclusive service to financially-needy families. In 2003, with grants from Cassin Educational Initiative Foundation and the Bill and Melinda Gates Foundation, the Cristo Rey Network was formally created as an independent not-for-profit corporation.

Today, the Cristo Rey Network is comprised of 30 schools serving 9,000 students from families with limited educational opportunities. Cristo Rey Network students come from families whose overall average household size is four persons and average family income is \$34,000. 96% of Cristo Rey students are young people of color. Our schools accept all students, regardless of religious affiliation. This school-year, 40% of the student-body is not Catholic.

Father Foley and leaders from the first schools developed the Cristo Rey Network Mission Effectiveness Standards – ten principles to which Cristo Rey Network schools commit in order to achieve the Network’s distinct model and support students to fully develop their God-given talents:

***As a member of the Cristo Rey Network, a school:***

1. Is explicitly Catholic in mission and enjoys Church approval.
2. Serves only economically disadvantaged students. The school is open to students of various faiths and cultures.
3. Is family centered and plays an active role in the local community.
4. Shall prepare all of its students to enter and graduate from college.
5. Requires participation by all students in the work-study program. All students must be 14 years by September 1st.
6. Integrates the learning present in its work program, classroom and extracurricular experiences for the fullest benefit of its student workers.
7. Has an effective administrative and board structure as well as complies with all applicable state and federal laws.
8. Is financially sound and at full enrollment the school is primarily dependent on revenue from the work study program to meet operating expenses. In addition, the school maintains a comprehensive advancement program to ensure financial stability.
9. Supports its graduates’ efforts to obtain a college degree.
10. Is an active participant in the collaboration, support, and development of the Cristo Rey Network.

The Cristo Rey Network empowers students from underserved lower-income communities to develop their minds and become lifelong contributors to society. By providing students an extraordinary college preparatory education and a unique four-year, integrated corporate work study experience, we seek to “transform urban America one student at a time.”

**Submit your resume, cover letter, and additional items as needed to Dan Jones at [dfjones@bdo.com](mailto:dfjones@bdo.com) with the position included in the subject line.**