



NATIVITY JESUIT
A C A D E M Y

Nativity Jesuit Academy Milwaukee, WI

Open Position: President

Mission:

Educating Youth for a Life of Christian Leadership and Service

Nativity Jesuit Academy is a K4-8 co-ed Catholic, Jesuit, urban school serving young men and women. We prepare our students, in partnership with their families, for Christian leadership and service in high school, college and life.

Through a holistic education program, Nativity Jesuit strives to form leaders who are:

- Religious
- Loving
- Seeking intellectual excellence
- Committed to justice
- Open to growth

Like Christ, who came “not to be served, but to serve” (Mark 10:45), Nativity Jesuit transforms students to become men and women for and with others.

President of Nativity Jesuit Academy Job Description:

The President serves as the overall spiritual and strategic leader of the entire school community. The President also assumes the role of CEO and thereby is accountable for effectively communicating with its Board of Trustees, the Jesuit province and the school’s donors. The President is ultimately responsible for the religious and educational identity of the school, the management and supervision of the staff and financial health of its future.

- 1) Forms, directs and manages the leadership and administrative team that leads the school.
 - Monitors the administration of policy in all areas
- 2) Ensures that the Catholic dimension of the school is developed, promoted and communicated among the students, faculty, staff and parents.
 - Demonstrates and models an enthusiastic appreciation for the history of Jesuit education and Ignatian Spirituality, especially as it relates to Nativity Jesuit Academy and its mission.
 - Articulates the mission of Nativity Jesuit Academy to alumni, parents, students, faculty, staff and the wider community

- 3) Directs the business operations of the school
 - Ensures the preparation of the annual operational budget with input from the Director of Finance, Director of Advancement and the Finance Committee
 - Supervises the fiscal operations of the school through the office of the Director of Finance
 - Oversees school policy regarding the administration of the Milwaukee Parental School Choice Program, financial aid and the collection of tuition
- 4) Acts as administrative officer of the Board of Trustees and serves on the Board
 - Works with the Board of Trustees to formulate appropriate policy for the school and ensures implementation
 - Develops and updates, in cooperation with the Board of Trustees, the strategic plan for the future of the school, including short-term and long-term goals and objectives.
 - Serves as ex officio member of assigned Board committees.
- 5) Serves as the Chief Development officer of the school:
 - Plans, implements and supervises the school's fiscal development programs, including endowment and capital funding, to support the sustained growth of institutional resources.
 - Identifies, cultivates and requests support from foundations, corporations and individuals through in-person solicitations, grant writing or presence at community events.
 - Attends community events, acting as an ambassador for Nativity in the community.

Evaluation:

The President will have a yearly evaluation by the Board Governance Committee with a report summarized to the Board of Trustees. The evaluation will be based on the Profile of the Jesuit Educator and the duties and responsibilities listed above. Information for the evaluation will be gathered from the Board of Trustees, administration, faculty and staff of Nativity Jesuit Academy.

Qualifications Preferred:

- A practicing Catholic with a commitment to ongoing formation in catechetical and spiritual leadership. Familiarity and appreciation of Ignatian Spirituality and Jesuit Education.
- Previous experience in executive leadership at a primary/secondary school, college or corporation; with the ability to speak to the mission, oversee the Leadership Team and day-to-day operations, and interact with the Board of Trustees, donors and the general community.
- Understanding of and a passion for Jesuit's mission of educating men and women for others.
- 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, governmental, and nonprofit sectors, as well as the parent/student communities the school serves. Campaign experience is a bonus.

- Proven fundraising and/or revenue generating success, preferably in the nonprofit sector and with foundations.
- Significant visionary leadership and management experience, with demonstrated success in strategic planning and execution capabilities.
- 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.
- A commitment to self-reflection, continuous improvement and openness.
- Strong oral and written communication skills and comfort interacting with the media.
- Ability to articulate the mission and values of the school and the Jesuit identity that underpins them.
- Strong budget management skills.
- An advanced degree is preferred.
- Unquestionable integrity.
- The ability to inspire and motivate students, faculty, staff and families.
- Energy, enthusiasm and warmth -- the ability to relate well to all individuals.

TO APPLY: Application for this position must be completed electronically via e-mail. Please send a resume and a compelling letter of interest indicating how your skills, knowledge and experience match the responsibilities articulated in the job description to PresidentSearch@njms.org

Start Date: July 1, 2019

Compensation:

Salary is commensurate with qualifications and experience. A comprehensive benefits package will be provided.

Notice of non-discrimination:

Nativity Jesuit Academy is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, national or ethnic origin, age, religion, disability, or any other category protected by federal, state or local law in the administration of any of its educational programs and activities or with respect to employment.