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# THE LEADERS IN EDUCATING YOUNG MEN

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The next president of Archbishop Moeller High School will join a strong senior leadership team and vibrant school community. Under the previous senior leadership team, Moeller grew its enrollment, strengthened its financial position, invested in considerable capital campaign projects (Classroom 2.0, Bucher Athletic Complex, Innovation Hub, Paul E. Flaig Performing Arts Center, and Student Commons), deepened the school's commitment to academic rigor and excellence, and completed a strategic plan. Archbishop Moeller High School is positioned for continued success as the leaders in educating young men. The next president will work closely with the senior leadership to continue the remarkable progress.

## **Mission, Vision, and Strategic Plan Effectiveness**

The president is responsible for ensuring that the school lives by the mission, pursues the vision, and implements strategic initiatives. The president specifically:

- Develops, administers, and updates the strategic plan with the senior leadership team to be approved by the board
- Develops and implements annual operating plans for the school
- Develops, implements, and updates a campus master plan for the facilities of Moeller High School
- Continues to build and strengthen the Moeller brand

## **Financial Management**

The president is responsible for the following financial management functions of the school in collaboration present to the board on a yearly basis:

- Develops, administers, and monitors an annual budget
- Makes adjustments to the annual budget in consultation with the chief financial officer when necessary to meet financial goals
- Develops a 5-year forecast with the chief financial officer to present to the Board on a yearly basis
- Develops and monitors capital budgets

## **Enrollment Management**

The president is responsible for the following enrollment management activities of the school in collaboration with the director of enrollment and director of communications and marketing:

- Provides strategic direction for the school's marketing and student recruitment strategies
- Promotes the mission and vision of Moeller to prospective students and families
- Oversees the allocation of student financial aid

## **Fundraising and Advancement**

The president is responsible for the following fundraising and advancement activities of the school in collaboration with the vice president of advancement:

- Works with major donors to maintain an ongoing relationship and communicates the school's priorities
- Directly leads the major gift solicitation process of the school

- Monitors the annual advancement plan including the annual fund, capital projects, and planned giving programs designed to increase the endowment to be implemented by the advancement team
- Monitors the alumni program to be accomplished by the alumni director
- Identifies new sources of revenue, including annual gifts, capital gifts, endowment gifts, and planned gifts
- Directly works with stakeholders interested in establishing donor-funded scholarships
- Prepares yearly statements for all donor funded scholarships
- Prepares an annual report to stakeholders on the progress and growth of the school in meeting its advancement goals and overall Mission

### **Stakeholder Relationships**

The president ensures strong relationships are developed both within the school as well as with outside organizations and educational leaders. The president specifically:

- Builds and maintains external relationships to heighten Archbishop Moeller High School's visibility and reputation Maintains close working relationships with the Archdiocese of Cincinnati's Catholic Schools Office, the Society of Mary (Marianists), and the board
- Forges and maintains collaborative relationships with the principal and senior leadership team
- Provides inspirational leadership to the senior leadership team and ensures the team stays on the leading edge of improvements or changes in their respective disciplines and brings these improvements to Moeller

### **Qualifications and Personal Attributes**

The president must demonstrate:

- A passion for the Mission of Archbishop Moeller High School– Catholic. Marianist. Forming our Students into Remarkable Men
- Proactive willingness to work with governing bodies and the ability to collaboratively develop and articulate a vision and strategy that will ensure the school's continued success
- Strong public relations skills, including verbal and written communication
- Skills and experience in fundraising and advancement with the ability to raise major gifts and increase alumni engagement
- Skills in sound financial management overseeing a revenue and expense budget environment
- Knowledge and skills in admission and retention aspects related to Catholic school enrollment
- Strong understanding of and appreciation for the vital formative role of teachers and staff members, and strong familiarity with the challenges of Catholic education today