



## **OFFICE OF CATHOLIC EDUCATION**

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### **High School Administrator – President**

**West Catholic Preparatory High School**  
**4501 Chestnut Street**  
**Philadelphia, PA 19146**

### **History of West Catholic**

The West Catholic story, from its inception in the early part of the twentieth century, is essentially a story of two Philadelphia Catholic high schools—West Catholic Boys and West Catholic Girls. Over the better part of one hundred years, their histories would unfold side by side before eventually merging. Located just four blocks from each other, West Philadelphia Catholic High School for Boys and West Philadelphia Catholic Girls' High School would flourish, providing secondary education for thousands of students coming from parochial schools within its geographical boundaries. In those early years, the Christian Brothers and Seven orders of Sisters formed the great majority of their respective faculty, but laymen and women were gradually integrated into the education mission. Together, they would lay foundations for two great traditions: graduating young men and women who would go on to higher education and enlisting in the armed service or being eagerly sought after by local employers.

Throughout their history, both schools would serve as a beacon for a quality Catholic education, and at their peak, enrollment reached 6,000 total students. In response to changing demographics and enrollment needs, a merger of the boys and girls schools into a single co-educational program was announced in 1989. The new school would be known as West Philadelphia Catholic High School.

In response to significant challenges West Catholic faced in 2012, a major effort to turn the school around began. The Board of Trustees felt that a modification of the school name would help market the school's turnaround, while also communicating an important message to its stakeholders and broader community. As a result, the Archdiocese authorized transforming the school's name to West Catholic Preparatory High School. Since 2012, the school has raised almost 21 million dollars and nearly doubled its enrollment. It also has seen its graduating classes of 2017-2019 achieve a 100% college acceptance rate and receive a combined 27 million dollars in college academic scholarships. The school has also conducted groundbreaking work with students by augmenting schedules to enhance core concept learning and advancement; and engaged in The New Teacher Project, a curriculum focused on improving teacher ability to teach to the student and their individual needs. West Catholic Prep identifies as a Christian Brothers-sponsored school, with 5 Brothers actively working in the school, supporting its mission in a variety of roles day-to-day. The Christian Brothers remain committed to WCP and the communities of West and Southwest Philadelphia.

West Catholic Preparatory High School is committed to an inclusive and diverse academic community. Schools are at their best when its community members are able to provide unique

backgrounds and perspectives. In 2016, the school's Board of Directors created an Inclusion and Diversity Sub-Committee (IDC) to support the school in its efforts to promote inclusion and diversity. The IDC is made up of academic and business leaders that have experience in promoting and creating diverse schools and workplaces. The next president of West Catholic must share these values and be committed to growing West Catholic as an inclusive and diverse community.

Presently, West Catholic is experiencing an exciting period of continued expansion and development, necessitating a school President to carry forward the foundational work begun in 2012. It is also crucial that fundraising continue and expand, including the stewardship and cultivation of large donors. It is also crucial that the President support and maintain a balanced budget with an eye towards physical plant improvement, modification, and expansion.

### **Position Summary**

The President will assume the role at an important time for the Archdiocese of Philadelphia. Strategic management and operation of the Secondary Schools is provided by 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." To that end, the Archdiocesan school system envisions itself as the world's premier teaching mission of the Church and holds high standards for all members of the organization.

The President is appointed in collaboration with the West Catholic Prep High School Board of Directors and Faith in the Future. The President reports to the CEO of Faith in the Future in matters pertaining to the administration of the school and West Catholic Prep High School Board of Directors per bylaws of Boards of Specified Jurisdiction in the Archdiocese of Philadelphia.

### **Knowledge, Skills and Responsibilities**

High School Presidents, as executive leaders for the Archdiocesan Schools, should expertly display leadership mastery in the following key dimensions:

- Catholic Education: Mission, Spirituality, Tone and Culture
- Vision and Leadership: Setting Direction and Accountability
- Building Relationships and Developing People
- Promoting a Culture of Inclusion and Diversity
- Board Development, Fiscal Stewardship and Advancement
- Operational Management, including Real Estate Management
- Financial Management
- Fundraising Management
- Academic Oversight

### **Responsibilities include but are not limited to:**

- **Alumni/ae Association:** The President seeks the advice and works closely with the Alumni President, Executive Committee and Board of Specified Jurisdiction.
- **Board:** The President seeks the advice and counsel of community leaders and parents through a Board of Directors.
- **Catholic Identity:** Promotes the essential characteristics and fundamental values of a Catholic school.
- **Communication:** As the chief spokesperson, communicates the philosophy and programs of the High School to various publics, including working with parent groups and representing the school at civic, religious and other public functions.

- **Enrollment and Development Management:** The President collaborates with Faith in the Future, The Office of Catholic Education and key school staff in marketing and development initiatives to increase enrollment and retention. The President is responsible for meeting annual enrollment goals as set in collaboration with the Office of Catholic Education.
- **Financial:** Maintains oversight of financial operations and obligations of the school, working closely with the CFO.
- **Real Estate:** Participates in the envisioned real estate development planning for West Catholic Prep, in cooperation with FIFF and OCE, as well as local developers, community associations, and The City of Philadelphia.
- **Inclusion and Diversity:** The President promotes a culture of inclusion and diversity.
- **Institutional Advancement:** Serves as the school's chief fundraiser and main community contact. The President directs marketing efforts, recruitment strategies, fundraising programs, and alumni/alumnae activities in collaboration with the Office of Catholic Education Advancement Team, the Board of West Catholic Prep and key staff. The President is responsible and works closely with all stakeholders recruiting and retaining corporate work sponsors to ensure financial sustainability. The President must also have success with achieving fundraising goals. Must have direct experience in face-to-face donor solicitation at a high level, preferably with Capital Campaign experience.
- **Leadership:** Hires, manages, provides leadership and works closely with the Principal, who is charged with developing the academic and co-curricular program of the school including areas of: admission, academic affairs, ministry, student discipline, retention and non-academic programs.
- **Planning:** The President in collaboration with the Board of Specified Jurisdiction, the school administration, and the faculty, develops and executes a strategic long-range plan that is consistent with the mission of the school and the policies of the Archdiocesan Secondary School System.
- **Policies and Programs:** The President approves all school policies and programs, provided they are consistent with Archdiocesan policies and stated mission of the school as a Catholic Community, an academic center, and an archdiocesan institution.
- **Public Representation:** The President represents the school in the public forum and personally meets with selected constituencies to improve school-community relations.
- **Recruitment:** With a mindset of growth, leadership, and innovation, ensures that we are pursuing the best talent in education as we seek to build outstanding schools.
- **Employee/Staff Retention:** Works with the appropriate leadership to ensure that the school develops and evaluates all staff members.
- **Resources:** The President uses all available resources to provide scholarship and tuition assistance in order to make the school available to all who desire a Catholic education, support academic programs and enhancements, improve and maintain facilities, and provide for a safe, rigorous, relevant, quality education for all students.

#### **Preferred Qualifications and Experience**

- Master's degree required, Advanced degree preferred.
- Exceptional communication and interpersonal skills including proven ability to engage and inspire a wide range of stakeholders, build creative and mutually beneficial relationships with the philanthropic, corporate, public and nonprofit sectors.
- Exceptional leadership skills and positive experiences leading an organization.
- Proven fundraising and/or revenue generating success, in particular past experience with soliciting large donors.
- Proven experience in building an inclusive and diverse workplace.

- Significant visionary leadership and management experience, with demonstrated success in addressing immediate organizational needs but driving toward longer-term goals with buy-in from stakeholders.
- Strategic planning experience and execution capabilities.
- Strategic enrollment management skills.
- Strong budget skills.

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

Candidates interested in the position of President should submit their cover letter, resume, and transcripts to:

Mr. James Molnar, HR Director for Secondary Schools at the Office of Catholic Education, Archdiocese of Philadelphia [jmolnar@archphila.org](mailto:jmolnar@archphila.org).

Please note **West Catholic Pres 2020** in subject line.

**The deadline for application is March 30, 2020**

Interviews will be granted to the most qualified applicants.

PA required clearances and Safe Environment Certification and official transcripts will be required before employment can begin.

Applicants must provide a letter of recommendation from the pastor of the parish in which the applicant is registered.

As a religious organization, the Archdiocese of Philadelphia is also bound by Canon Law and Catholic teachings. For this reason, there may be occasions when an employee's failure to adhere to the truths of the Catholic faith are a factor in employment-related decisions. In the event an employee fails to adhere to, or takes a position publicly that is contrary to, Catholic doctrine and teachings, or any policy or procedure maintained by the Archdiocese, the employee may be subject to disciplinary action up to and including termination of employment.

Employment practices will not be influenced by an individual's legally protected status or any other basis as may be required by local, state and/or federal law as those laws apply to the Archdiocese.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of Human Resources. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.