



CATHOLIC  
**Partnership Schools**  
Educating Camden's Children

**Executive Director**

**Catholic Partnership Schools**

**Camden, New Jersey**

**[www.catholicpartnershipschools.org](http://www.catholicpartnershipschools.org)**

## **THE INSTITUTION**

Catholic Partnership Schools (The Partnership), established in 2008 and formally recognized as a 501(c)(3) in 2010, represents a dynamic model of Catholic urban education. The Partnership's work is organized around a clear mission to strengthen and sustain Catholic K-8 schools serving children and families.

Presently the Partnership serves approximately 1,000 pre-K, kindergarten, elementary and middle grade students in five schools: Holy Name, Sacred Heart, St. Cecilia, St. Joseph Pro-Cathedral and Community Learning Campus at Saint Anthony. The schools maintain their cultural and neighborhood identities, while being administered by a separately incorporated nonprofit that centralizes financial and academic management accountability.

### ***Mission***

Catholic Partnership Schools is committed to strengthening and sustaining the educational excellence of the Catholic, K-8 schools that serve the children and families of Camden. This network of schools nurtures communities grounded in faith and values. They provide enriched, student-centered programs that prepare their graduates for successful transition into rigorous, college preparatory and technical high schools.

For additional information, please visit their website at [www.catholicpartnershipschools.org](http://www.catholicpartnershipschools.org).

## THE POSITION

Reporting to the Board of Trustees, the Executive Director serves as the administrator of the Partnership schools, applying strategic leadership, vision and creative thinking in support of the mission and vision. This role will demonstrate passion and enthusiasm while cultivating a motivational and aspirational culture where Catholic values, teaching and learning thrive. The Executive Director will lead, mentor, and advise staff members while overseeing programs and curricula that lead to high standards of achievement. The position is responsible for nurturing relationships, collaborating and communicating with staff members, students, alumni, parents, donors, government officials and business leaders while stewarding financial stability. The Executive Director will develop and implement programs and policies, resolving challenges and problems with a high level of urgency.

### Specific Responsibilities

#### ***Strategic Leadership and Planning***

- In collaboration with the Board of Trustees, develop and implement organizational plans and goals that advance the mission of Catholic Partnership Schools.
- Provide comprehensive strategic leadership to the schools to promote the continuous quality improvement of the instructional program qualitatively and quantitatively.
- In collaboration with the Chief Academic Officer and Principals, create an environment that motivates students and teachers.
- Display the highest ethical and professional behavior and standards and acts as a role model for students, teachers and staff.
- Provide opportunities for parents to partner with the organization in the education of their children.
- Visible to students, parents, teachers and staff, while encouraging all staff to do the same.
- Keep up-to-date with innovative developments and trends in education, administration and operations.
- Provide to the Board of Trustees various scenarios and possibilities for the Board to consider as it does its work focusing on the strategic future of the schools; leading the development and execution of strategic and long-range plans, including enrollment, major fundraising campaigns and capital improvement projects.
- Serve as the sole employee of the Board of Trustees and a member *ex officio* of all standing committees of the Board; represents the Board in its relations with the staff, students and parents. Attends meetings, prepares agendas and reports and maintains Board records and keeps the Board informed of all aspects of the Partnership's operations.

#### ***Administrative and Operational Leadership***

- Lead the organization in a fair and consistent manner regarding behavior, discipline, attendance and other school policies, including the enforcement of all policies.
- Establish, communicate and promote high standards and expectations for all students for academic performance.
- Promote a safe, orderly environment that encourages students to take accountability for their behavior and creates high morale among staff and students.
- Manage the sometimes-competing demands of the various constituencies of the schools.

- Oversee and implement organization's policies and procedures.
- Oversee human resources programs, practices and policies and their consistent application across the organization. Supervise all matters regarding employment, retention and dismissal of personnel, salaries, and contracts, job descriptions, performance evaluations, employee handbooks, personnel records, orientation and training.
- Collaborate and facilitate communication and cooperation with Principals, Pastors, parish and diocesan leaders.
- Compliance with all diocesan policies and practices regarding safe environment.
- Ensure compliance with legal requirements of government regulations and agencies.
- Perform periodic reviews of the organization's operational effectiveness.
- Oversee maintenance of buildings and compliance with safety regulations.
- Represent the organization in its relations with governmental agencies, educational organizations and accrediting agencies.

### ***Staff Leadership***

- Responsible for a total staff of 135 employees through 4 direct reports including: Chief Academic Officer, Director of Development, Director of Programs and Director of Accounting (outsourced).
- Cultivate and support an environment and culture for 21st Century teaching and learning to flourish.
- Define responsibilities and accountabilities for staff members.
- Build a high-performance team that is positioned for success.
- Encourage candor and create an environment of trust with the staff.
- Guide, inspire and motivate staff to perform at their highest level.
- Include staff members in decisions that impact their work. Direct, communicate, delegate and hold staff members accountable.
- With the Academic Leadership Team, plan, guide and encourage the professional development of educational staff.
- Collaborate with staff to identify their annual performance goals.
- Evaluate and provide feedback regarding direct report's performance. Ensure that all staff members receive performance feedback from their direct supervisor.
- Ensure that all employees and volunteers comply with the mandates of the State of New Jersey regarding the maintenance of a safe and secure environment, including clearances and mandated reporter training.

### ***Institutional Advancement and Board Relations***

- In collaboration with the Director of Development, steward development and fundraising strategies to include annual and capital giving, endowments and grants for current and future needs. Cultivate potential donors and maintain excellent relations with current donors. Attract human and material resources to the organization.
- Represent Catholic Partnership Schools to external constituencies, including individual donors, businesses, churches, institutional partners and community organizations.
- Effectively communicate with parents and other constituents so that the mission, philosophy, educational goals, and other aspects of the school are clearly articulated.

- Formulate and execute comprehensive marketing and development strategies that will attract students and enhance scholarship funding from donors, foundations, government agencies, and corporations.
- Regularly report to the Board of Trustees on school operations and strategic and long-range plans.
- Cultivate a strong and transparent working relationship with the Board and ensure open communication about the measurement of performance against stated milestones and goals.

### ***Financial Management***

- Oversee the financial status of the organization, including developing long- and short- range financial plans, monitoring the budget (\$6.5 million annually) and ensuring sound financial controls are in place.
- Safeguard the financial health of the organization, including, but not limited to, income, collections, expenses, cash flow, projections, budgeting and preparation of financial reports.
- Working closely with the Academic Leadership Team to ensure all programs are managed within budgetary provisions.

## **THE CANDIDATE**

The Executive Director will embrace the mission, values and strategic imperatives of all aspects of the Partnership’s work. The Executive Director must model Catholic ideals and display a commitment to the mission of Catholic education, academic excellence and social equity. The successful candidate will be a relationship builder and visionary with an entrepreneurial spirit. The ability to navigate the schools and constituents through periods of change while creating ambitious goals and plans for achieving success with innovative and fiscally responsible programming is essential. The Executive Director must be an outstanding and engaging communicator with the ability to listen and passionately convey the mission and successes of the Partnership Schools to the community at large.

## **Qualifications**

- A demonstrated commitment to the mission of Catholic education and to the success of the children, families and the communities that are served.
- Seven to ten years of executive leadership in the education, nonprofit or business sector.
- A proven and successful leader who possesses an entrepreneurial spirit and has exhibited success in an externally-facing role.
- Project executive presence and possess superior communication skills to express (orally and in writing) Catholic Partnership Schools’ mission, vision, and goals with clarity, passion, and persuasion.
- Ability to cultivate, grow and maintain excellent donor relations while identifying opportunities to work with foundations, businesses and government agencies.
- Demonstrated financial skills that include an understanding of budgeting, operating measurements, reporting and contract negotiation.
- Capable of building collaborative relationships and effectively navigating across a highly engaged constituent base including children, parents, staff and Board members.

- Ability to anticipate challenges, identify problems and adapt to changes in a fast-paced environment to resolve issues quickly.
- An energetic, innovative team builder that inspires and encourages collaboration and open communication.
- Extensive experience in organizational development, human resource management and strategic planning.
- Effective leadership and mentoring skills that will motivate and inspire staff creating a high level of accountability and professional direction.
- Self-confidence, humility, integrity, warmth and a flexible personal style combined with a sense of humor that will earn the respect and attention of the organization and community.
- Career Technical Education model experience is highly desirable; local candidate preferred.
- Bachelor's degree required; Master's degree preferred in education administration, organizational leadership, business or related field.
- Willing and able to travel regionally; must be available to attend events after work hours or on weekends as needed.

**For inquiries, nominations and applications, please contact:**

**Catharine McGeever, Managing Partner**

**610-924-9100 • [cfmcgeever@lambertassoc.com](mailto:cfmcgeever@lambertassoc.com)**



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**Lambert & Associates**

**222 S Manoa Road, Suite 201 • Havertown, PA 19083 • 610-924-9100**

**[www.lambertassoc.com](http://www.lambertassoc.com)**