



**Reitz Memorial High School**

# **PRESIDENT PROFILE**

## **MISSION STATEMENT**

Reitz Memorial High School is a Christ-centered Catholic community which educates all students to their highest potential by developing religious values, providing excellence in education, and fostering a commitment to service.

## **VISION STATEMENT**

Providing an environment where God inspires, we educate, students thrive.

## **THE ROLE OF THE PRESIDENT**

The President provides visionary and inspirational leadership for all areas of operation through the implementation of a strategic plan. The President ensures that the Catholic dimension and mission of the school is developed across all organizational practices, both internally in daily operations and externally in the community. It is the expectation that the President will perform each duty in harmony with Church doctrine and exemplify a healthy individual spiritual practice in order to achieve the fullest attainment of the school's mission.

Reitz Memorial seeks candidates with exceptional relationship-building, interpersonal, and communication skills that inspire collaboration from all internal and external constituent groups. Candidates should demonstrate a proven track record of acquiring funds through the identification, cultivation, and solicitation of major gifts from individuals, foundations, and corporations. Candidates should possess significant management experience, financial acumen, and expertise in business management, as well as experience in planning and overseeing extensive capital and building projects to enhance facilities. In addition, the President should be capable of leading a team of administrators, possess an understanding of the President/Principal model of administration, and be effective working with an advisory council.

The President of Reitz Memorial High School is directly responsible to the Bishop through his Priest-Delegate and Superintendent of Catholic Schools.

## **ESSENTIAL DUTIES**

- Lives and models the Catholic faith.
- Serves as a spiritual leader and business leader of Reitz Memorial with a mission-driven focus on fulfilling the vision of the Catholic school.
- Articulates the mission of the school to alumni, parents, faculty, staff, students and the wider community.
- Requires that all Safe Environment protocols are in place and followed without exception.
- Maintains a positive, safe and supportive work environment for employees and volunteers.

## **ESSENTIAL DUTIES – Continued**

- Oversees school personnel and budget, developmental programs, recruitment, business affairs and facilities.
- Develops and updates the strategic plan for the future of the school, including short-term and long-term goals and objectives.
- Plans, implements and supervises the school’s fiscal development programs, including endowment and capital funding, to support the sustained growth of the institutional resources.
- Ensures the implementation of all policies.
- Hires, supervises and evaluates the Principal, Advancement staff as well as other members of the staff who report directly to the President.
- Works closely with pastors from partnering parishes to develop a relationship of trust and collaboration.

## **QUALIFICATIONS**

- Practicing Roman Catholic in good standing with the Catholic Church
- Degree in development, business, finance or education preferred
- Proven success in advancing the mission, vision, and operations of a business, nonprofit, or school
- Critical thinker who effectively analyzes and collaborates to find creative solutions to problems the organization faces across its vast landscape as a Catholic, educational, and community institution
- Strong fund development experience and financial acumen to maintain the organization’s healthy fiscal status and advance the mission of the organization through effective fundraising and budgeting
- Understanding and commitment to the religious and educational mission of the Catholic high school
- Valid driver’s license and willingness to travel when necessary in order to advance the mission

## **SALARY AND BENEFITS**

This is a full-time, 12-month position. Salary is competitive and commensurate with experience and qualifications. Diocesan benefits include: Health, dental, and vision insurance; paid-time-off, and retirement.

## **APPLICATION PROCEDURE**

Applications will be accepted until the position is filled. The anticipated start date is July 1, 2024. Please send a cover letter and current resume to:

Michelle Priar, Superintendent of Schools  
Diocese of Evansville, Catholic Schools Office  
4200 North Kentucky Avenue, PO Box 4169  
Evansville, IN 47724-0169  
Email: [cso@evdio.org](mailto:cso@evdio.org)

