



Job Title: President of The Mary Louis Academy All-Girls High School

Overview: We are seeking a dynamic and visionary leader to serve as the President of a premier all-girls high school in New York City. The successful candidate will be deeply invested in the mission of the school, possess proven strategic, fundraising and recruitment acumen, and demonstrate a deep commitment to fostering academic and character excellence.

Mission & Vision:

Founded by the Congregation of the Sisters of St. Joseph of Brentwood, New York in 1936, The Mary Louis Academy is a Catholic college preparatory school for young women located in Jamaica Estates, a diverse neighborhood in the borough of Queens, NY. Rooted in the Sisters' charism of *unity, reconciliation, and all-inclusive love*, the academic philosophy of the school emphasizes the intellectual, social, and spiritual growth of each individual young woman. Fostering academic excellence and respect, TMLA seeks to empower young women to realize and value their own unique gifts and talents, and to further use those gifts as leaders in creating a more just and peaceful society. The founders of The Mary Louis Academy were women of great faith and vision who saw every TMLA graduate as compassionate, confident, and transformative leaders who could address the needs of the times and create good in the world.

Responsibilities:

1. Leadership and Administration:

- Collaborate with the academic leadership team to set and implement a strategic vision for academic excellence.
- Responsible for the hiring and management of School Principal to foster a culture of continuous improvement in teaching and learning.
- Ensure adherence to the school's mission and values in all academic programs.
- Develop and implement strategies to enhance diversity and inclusion within the student body.
- Work collaboratively with the school's leadership team to ensure effective and efficient administration.
- Responsible for the direct management of the finance team, budgeting, advancement, marketing, human resources, enrollment and facilities management.
- Reports directly to the school Board of Trustees and Board of Members of the Congregation of Sisters of St. Joseph's (CSJ)

2. Fundraising and Development:

- Develop and execute a comprehensive fundraising strategy to ensure the financial sustainability of the school.
- Establish goals and metrics for fundraising success.
- Cultivate relationships with donors, alumnae, and community partners to secure financial support.
- Evaluate needs and strategies for expected upcoming campaigns,
- Create and implement successful annual giving programs to increase donor participation and dollar amounts.
- Review strategies and resources for grant applications.

3. Marketing and Branding:

- Lead the development and implementation of a comprehensive marketing and branding strategy for the school.
- Collaborate with internal and external stakeholders to create a compelling narrative that aligns with the school's mission and values.
- Oversee the production of marketing materials, website content, and social media campaigns to enhance the school's visibility and reputation.

4. Recruitment:

- Devise comprehensive and innovative strategies to attract new students and increase overall enrollment.
- Conduct market research to identify trends and opportunities for enrollment growth.
- Establish key performance indicators (KPIs) for enrollment and regularly assess and report on the effectiveness of enrollment strategies.
- Collaborate with academic and support teams to enhance student experiences and increase retention rates.
- Evaluate and streamline admissions processes to ensure a seamless experience for prospective students and their families.

5. Alumnae Relations and Community Engagement:

- Build and maintain strong relationships with alumnae, parents, faculty, staff, and the broader community for the purpose of engendering support for TMLA.
- Serve as the face of the school, representing its values and mission to various stakeholders.

6. Faith and Mission Integration:

- Embrace and promote Catholic values espoused by the mission and vision of the Sisters of St. Joseph in all aspects of school life.
- Foster respect and commitment to engaging the spiritual life of the institution, as well as the deepening of individual faith & spiritual experiences of all school community members.
- Foster a supportive and inclusive environment that reflects the teachings of the Catholic Church, with a special emphasis on Catholic Social Teaching and nurturing a *faith that does justice*.

Qualifications:

- Master's degree, strongly preferred.
- Proven experience in fundraising, recruitment, marketing and branding with a track record of successful donor cultivation and campaign management.
- Strong leadership skills with the ability to inspire and motivate a diverse community.
- Expertise in financial stewardship and fiscal administration
- Excellent communication and interpersonal skills.
- Fluency in a language other than English that is predominant in NYC, a plus.

Salary range is \$170,000 to \$200,000

Application Process:

Interested candidates should submit a cover letter and resume in pdf format to the Chair of the Search Committee at PresidentSearch@TMLA.org.

The deadline for applications is January 31, 2024. Interviews will be conducted thereafter.

Our school is an equal opportunity employer and welcomes candidates from all backgrounds to apply.