



PRESIDENT PROFILE

MISSION STATEMENT

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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.

Washington Catholic 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 educational administrators, possess an understanding of the President/Principal model of administration, and be effective working with parish administration and advisory councils.

The President of Washington Catholic will be directly responsible to the Bishop through his Priest-Delegate and Superintendent of Catholic Schools.

ESSENTIAL DUTIES

- Must be a practicing Roman Catholic in good standing with the Catholic Church.
- Lives and models the Catholic faith.
- Serves as a spiritual leader and business leader 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.
- Oversees school personnel and budget, developmental programs, recruitment, business affairs and facilities.

Essential duties continued:

- 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, administrative 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 and in good standing with the Catholic Church
- Bachelor's, Master's or equivalent degree
- Experience in education and business is preferred
- Understands the commitment to the religious and educational mission of the Washington Catholic Schools
- Proven success in advancing the mission, vision, and operations of a nonprofit, or Catholic school
- Extensive experience in fund development and fund raising
- Ability to read, analyze and interpret financial reports as well as legal documents and effectively articulate the school's financial condition to stakeholder groups (Bishop, Pastor, Catholic Schools Office, etc.)
- Excellent communication skills and ability to respond to inquiries in a timely manner
- Critical thinker who effectively analyzes and collaborates to find creative solutions to problems
- Proven success as a leader who is able to challenge, motivate and evaluate
- Conduct his/herself in an ethical and professional manner reflecting positively on the school
- Demonstrated leadership, initiative, persistence and work ethic that is needed to accomplish goals and objectives
- Ability to create a sense of trust, unity and enthusiasm among the leadership team members, other school personnel, students, alumni, parents, donors, parishes and the community at large
- Can practice good judgment and maintain appropriate demeanor in responding to stressful or crises situations
- Has a valid driver's license and the ability to travel as needed

SALARY AND BENEFITS

This is a full-time, 12-month position. Salary is competitive and commensurate with experience and qualifications. The Diocese offers a comprehensive benefits package that includes health, dental, and vision insurance, paid time off, and retirement plans.

APPLICATION PROCEDURE

Applications will be accepted until the position is filled. The anticipated start date is January 2026. Please send a cover letter and current resume to:

Ashley Emery, Director of Human Resources, Diocese of Evansville

4200 North Kentucky Avenue, PO Box 4169 Evansville, IN 47724-0169, Email: humanresources@evdio.org