



St. Mary's High School
Head of School
Lynn, MA

Head of School Position Announcement

St. Mary's is a vibrant, Catholic, college preparatory school for boys and girls in grades 6-12. Acclaimed for its exceptional academic curriculum, sports teams, extracurricular activities and outstanding four-year college matriculation rate, St. Mary's seeks its second-ever Head of School to lead this thriving school located in Lynn, MA, an urban community north of Boston, and serving the North Shore of Boston communities. The new Head will lead St. Mary's alumni/ae, faculty, administration and students into the next phase of exceptional educational opportunity. Reporting to a high performing and engaged Board of Trustees, the Head will ensure that St. Mary's excellent academic standards continue to flourish. S/he will work closely with the Board to set and execute critical strategies for fundraising, marketing, enrollment, finance and the physical plant that will support the long-term growth of the school. As such, the Principal and Directors of Finance, Institutional Advancement, and Admissions, all report to this position. Currently in the early stage of a capital campaign, St. Mary's is poised to reach another great milestone. Positive and nurturing student/faculty relationships are a hallmark of the school along with its close community ties.

St. Mary's uses the head principal model whereby the principal of the school leads day-to-day school operations and reports to the Head of School. The Head of School and Principal will partner closely ensuring that all aspects of the school meet the standards and expectations described in the school's 2015 strategic plan. It will be incumbent upon the new Head to provide the leadership to ensure that the Plan's ambitious goals are achieved.

The best candidates will possess: at least 7-10 years of experience in a leadership role in an academic institution that include working knowledge of fundraising, admissions, enrollment and academic curriculum; financial savvy; success working with Boards; and Board recruitment. They also must have a

solid commitment to Catholic values and a willingness to establish and develop strong relationships with the Lynn and North Shore communities.

About St. Mary's High School

Established in 1881 as a grammar school, the school added a separate girl's high school in 1923 and a separate boy's high school in 1929. The schools were operated separately until 1968 when the school became co-educational. In 2006, the school underwent a governance transition from a Parish school to an Archdiocesan Catholic school and instituted a fiduciary Board of Trustees and Head of School position. Operationally independent as an Archdiocesan school, the school continues to have a special relationship with the Archdiocese of Boston and with the St. Mary's Parish community. This ongoing collaboration will help to ensure that the school maintains a vibrant Catholic identity.

St. Mary's provides a rigorous academic curriculum and extra-curricular programs for its high school students in grades 9-12 as well as for its students in grades 6-8. Its mission is to provide rigorous academic and extra-curricular programs that encourage young men and women to reach their spiritual, intellectual, moral, physical and creative potential in keeping with the teachings of the Roman Catholic Church.

The school's outstanding academic curriculum offers nine AP courses, 26 honors courses, participation in the Virtual High School Consortium that affords access to over 140 courses, and opportunities for independent internships and service-learning programs. St. Mary's offers 16 extracurricular clubs and programs with nearly 65% of all students participating in athletics. Its approximate 600 student body is drawn from 25+ Massachusetts cities and towns. As a testament to the strength of the school's academic curriculum, 98% of graduates go on to four-year colleges and universities. The class of 2011 was accepted to 110 colleges and universities and recent graduates have been accepted to such schools as Boston College, Brown, Cornell, Georgetown, Harvard, Yale, University of Pennsylvania, Notre Dame, Holy Cross, Catholic University and the University of Chicago.

The School has enjoyed exceptional support from its donors during the silent period and is well positioned to meet or exceed the stated goal. The school's previous campaign, *Ours to Build*, raised \$10M. These exceptional gifts will continue to inspire countless parents, alumni, foundations, corporations and friends to join in giving back to a school that has given them so much to the community when the second campaign is announced this spring.

St. Mary's has a Board of Trustees with strong financial and management credentials that has provided solid leadership in ensuring the school's fiscal health.

The Opportunity

The Head of School will be a strategic, proactive and influential leader who will interact with the school's many constituents living in 46 states and 7 countries across 5 continents, with Lynn's many community and business leaders, and, of course, with the school community. The school prides itself on its high-level visibility and long-established synergistic relationships in Lynn, so the ability for the new Head to nurture and grow these relationships is essential. In fact, many of these community and civic leaders are graduates of St. Mary's.

S/he will be a big picture thinker who can help create and execute the strategies to achieve St. Mary's visionary and strategic goals. Reporting to the Board, the new Head will develop strategies to increase the school's marketing and admissions that will result in growth of student enrollment to over 700 from its current enrollment of 595. St. Mary's draws students from Lynn, Boston and various North Shore communities and plans to broaden its geographic reach. It will be incumbent upon the Head to develop an enrollment strategy and confidently present the case to prospective parents, students, guidance counselors and others that will result in increased enrollment at St. Mary's. The new Head will ensure that the school's academic, financial, fundraising, and physical plant, are on solid footing and poised for continuous quality improvement. S/he will supervise the school's Principal and the Directors of Institutional Advancement, Finance, and Admissions as direct reports.

Responsibilities:

- Support the Catholic mission and values of St. Mary's
- Take a strong leadership role in all aspects of the life of the school
- Take a central role in fundraising for the campaign
- Oversee and monitor the school's finances
- Provide leadership in growing student enrollment
- Supervise the Principal and administrative directors
- Participate in Board recruitment and Board governance
- Help to build strategy and consensus among the various stakeholders

Qualifications:

- At least 7-10 years of experience in a leadership role in an academic institution
- Masters or PhD in education and/or advanced degree
- Demonstrated success recruiting, developing and managing Boards and Trustees/Directors
- Proven ability to recruit, attract and manage a talented staff
- Experience overseeing budgeting process and financial reporting process for a \$5M + relevant institution
- Experience working with faculty, principals, and consultants in developing academic curriculum.
- Experience managing and directing a high performance admissions program.

- Proven fundraising experience, with the ability to cultivate relationships and close 6- and 7-figure gifts
- In depth knowledge of current best practices for advancement and fundraising
- Working knowledge of school marketing and increasing enrollment
- Desire to be the chief spokesperson for the school for a wide array of audiences
- Ability to identify strategic opportunities and execute strategic plans
- Excellent presentation and communication skills, both verbal and written
- Commitment to furthering the mission of St. Mary's High School and Catholic school education

For consideration, please e-mail your resume and cover letter in confidence to:

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**For more information about St. Mary's High School, please visit:
www.smhlynn.org**

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