St. Andrew Nativity School
President, Director of Mission

ABOUT US
St. Andrew Nativity School provides a transformative middle school education to youth from under-resourced backgrounds in the inner Northeast neighborhood of Portland, Oregon. Nativity is a Jesuit, Catholic middle school serving students from all faith traditions that supports the growth and development of a child intellectually, spiritually, physically, and emotionally. Our mission and program are for the purpose of breaking the cycle of poverty through education. The school is staffed by professional educators and committed volunteers. Nativity forms young “people for and with others” who are dedicated to bringing all their talents to fullness and to using them to serve their families and their community.

There are 81 students enrolled at St. Andrew Nativity, and of those students, 48% identify as Latinx, 34% identify as African American, 18% identify as African Immigrant, and 2% identify as Asian. 64% of the student body lives in households in which English is not the first language; examples of native languages include Spanish, Amharic, and others. A hallmark of the Nativity school model includes our Graduate Support Program that works closely with students and families through a comprehensive high school placement process and offers support, care, and guidance through secondary and post-secondary opportunities. This creates an extended connection and partnership of essential wrap-around services and resources.

St. Andrew Nativity School is seeking talented people from diverse backgrounds and experiences to join our school community. Individuals of color and those able to speak Spanish are especially encouraged to apply.

POSITION SUMMARY
The President, Director of Mission, is the chief executive officer of the school and is responsible for the school’s culture, programming direction, financial viability, and Jesuit mission and identity. The President is appointed by the Board of Trustees for an indefinite term, with the approval of the Provincial of Jesuits West, reports to the Board of Trustees, the executive body of St. Andrew Nativity School, and is a member of that Board.
MAJOR DUTIES & RESPONSIBILITIES

- Ensuring that St. Andrew Nativity School is conforming to the mission and direction established by the Board of Members and Board of Trustees.
- Working collaboratively with the Board of Trustees to develop and articulate a School vision, strategic plan and longer range policy expectations.
- Executing all contracts and agreements, consistent with the policies of the Board of Trustees.
- Ensuring the School’s educational and co-curricular program reflects and advances the Jesuit and NativityMiguel Coalition philosophy and mission of Catholic education.
- Acting as the School’s liaison with Jesuits West, Jesuit Schools Network (JSN), NativityMiguel Coalition, and the Archdiocese of Portland, and participating in the activities that are designed for school administrators.
- Representing the School internally and externally and effectively communicating its mission and programs to the School’s various constituents and the public, including working with parent/caregiver groups and representing the School at civic, religious, and other public functions.
- Overseeing all School finances and development of the yearly budget as consistent with Board policies.
- Determining the School’s organizational structure and giving final approval of the faculty/staff salary scales, stipends and benefit packages, subject to, and in conformity with, the annual operating budget approved by the School’s Board of Trustees.
- Managing physical plant decisions, including maintenance of existing facilities, construction of new facilities, re-disposition of physical space, acquisition of major new equipment, and asset protection.
- Overseeing the implementation of a comprehensive Ignatian formation program for faculty, staff, and administration and collaborating with the Board on its Ignatian formation program.
- Promoting a spirit of service, social justice, and inclusivity among students, staff, and families.
- Building and maintaining strong relationships with teachers, students, parents/caregivers, and others in the community to ensure that St. Andrew Nativity School is addressing the needs of these varying constituents and ensuring a thriving culture of continuous improvement and innovation.
- Supervising the recruiting, hiring, onboarding, and management (including evaluation and professional development) of the leadership team, which includes:
  - Principal who is charged with managing all academic and co-curricular matters of the School. The President works in partnership with the Principal to determine admission, promotion, and dismissal of students.
  - Director of Development who is charged with managing the development staff and all fundraising and donor relations, including the capital campaign.
○ Business Manager who is charged with managing the finances and operations of the School.
○ Director of Graduate Support who is charged with managing the graduate support program staff as well as all alumni relations, support for graduates, and high school placement.
● Directing the School's community relations, marketing, and public relations, in partnership with the leadership team.
● Developing and directing ethical and successful fundraising activities, including potential donor cultivation, grant solicitation, and donations from foundations, trusts, organizations, and individuals in close cooperation with the school's development office.

JOB REQUIREMENTS

● Be a practicing Catholic with experience of the Jesuit educational tradition.
● Demonstrated ability to lead and authentically connect with students, colleagues, and communities from diverse cultural, racial and economic backgrounds, through a culturally responsive lens.
● Proven track record of effectively collaborating with the Board of Trustees, Principal and others to garner community resources to allow St. Andrew Nativity School to maintain an outstanding program for middle school students.
● Five + years of leadership and management experience, preferably in an educational setting.
● Demonstrated exceptional interpersonal communication and collaboration skills.
● A record of successful fundraising and financial management.
● Preferred educational experience in either teaching and/or administration.
● Graduate degree preferred.

APPLICATION

Application deadline is November 10, 2023.
Email a cover letter or personal statement, and resume to swilliams@nativityportland.org or mail to:
Sadie Williams
St. Andrew Nativity School
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