

President of Madonna School and Community-Based Services  
Job Description

**REPORTS TO:** Superintendent  
**EFFECTIVE DATE:** July 1, 2018  
**POSITION STATUS:** Exempt

### **Position Summary**

Madonna School and Community-Based Services is seeking a visionary, mission-driven executive with the ability to envision, develop, and guide a strategic plan to bring Madonna into the future. Qualified candidates will have the ability to delegate and manage the operations of a non-profit organization serving children and adults with developmental disabilities while growing and maintaining donor relations and building a strong community presence.

### **Position Responsibilities**

- Lead Madonna and grow its ability to enable children and adults with intellectual and developmental disabilities to lead fulfilling lives as participating members of the community.
- Assume the role of spiritual guide and embody the Vision of the Archdiocese of Omaha: One Church, encountering Christ, equipping disciples, and living mercy.
- Develop, plan, and oversee implementation of Madonna's strategic vision for future growth.
  - Ensure that proper resources are in place to accomplish the organization's vision.
  - Regularly evaluate staff performance goals as measured against Madonna's strategic vision.
- Lead Madonna's development strategy.
  - Plan and oversee donor acquisition, stewardship and solicitation efforts, fundraising appeals, capital campaigns, and planned giving.
  - Design and oversee a strategy to grow Madonna's endowment.
- Improve community relations to increase awareness of Madonna, its programs and its mission. Create and grow partnerships with community businesses and organizations.
  - Develop and maintain communication and relationships with community leaders.
  - Create and manage strategic community partnerships that enhance Madonna's mission.
- Maintain a productive working relationship with Madonna's Advisory Board.
  - Identify and recruit qualified board members.
  - Refine and implement the on-boarding process for board members and design and deliver to the board on-going education regarding Madonna's programs and mission.

- Create a viable succession plan for board members who are terming off the board.
- Develop and oversee strategies to increase enrollment in Madonna’s programs.
- Supervise day-to-day operations and department heads.
  - Clearly define responsibilities for department heads in a manner that is consistent with Madonna’s mission and strategic vision.
  - Create measurable goals for department heads and regularly assess results.
  - Provide department heads with the resources to accomplish stated goals.
  - Delegate responsibilities to appropriate staff.
  - Hold department heads accountable for performance.
- Provide leadership and guidance for implementation of Archdiocesan policies, as well as recommendations offered by the Catholic Schools Office, Stewardship and Development Office, and other Curial divisions.
- Serve as accountable officer to the Nebraska Department of Education, Office of Health and Human Services, and other regulatory and compliance agencies.

**Knowledge, Skills, Attributes and Abilities**

- Active, practicing Roman Catholic with a full understanding of Catholic school philosophy and the teaching mission of the Roman Catholic Church.
- Demonstrated commitment to the mission of the Church and fidelity to her teachings.
- Excellent public speaking and presentation abilities.
- Excellent written communication skills for sharing Madonna’s mission through print and online publications and communication with supporters, prospects and community leaders.
- Ability to manage and oversee an organizational budget that encompasses multiple departments, income and revenue sources.
- Ability to organize and disseminate internal communications across multiple channels to all departments, staff, students, clients, alumni, and their families.
- Ability to effectively lobby a diverse stakeholder group.

**EDUCATION AND EXPERIENCE**

- Master’s Degree in Educational Administration or related field preferred.
- Previous, successful experience as a leader of a Catholic institution preferred.
- Successful public relations experience.

Qualified candidates are asked to submit a resume and cover letter by April 15, 2018 to Dr. Michael Ashton, Superintendent of Catholic Schools for the Archdiocese of Omaha: [mwashton@archomaha.org](mailto:mwashton@archomaha.org).

**SIGNATURES**

The above statements are intended to describe the general nature and level of work required of this position and they are not meant to be an exhaustive list of all responsibilities, duties and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

EMPLOYEE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_