



A 1,500-year tradition in preparing young men for life

Benedictine High School is a private, all-male, Roman Catholic college preparatory high school with grades 9-12 located in Cleveland, Ohio. It has been led by the Benedictine monks of Saint Andrew Abbey since 1927. Benedictine High School attracts a rich diversity of families from over one hundred different grade schools across five Cleveland counties. Its enrollment is typically 275-325 students and has a proud alumni base of over 11,000 graduates. The School is located on a beautiful 14-acre campus with two classroom buildings, an athletic wing, practice fields, and St. Andrew Abbey. There are about sixty staff and faculty with about two-thirds of the faculty having advanced degrees. Benedictine has a rich history of developing accomplished young men.

Benedictine challenges its students to grow physically, intellectually, and spiritually in preparation for success in higher education and in life.

The Position: The President is the chief executive leader and spokesperson and is responsible for celebrating the history, traditions and vision of Benedictine High School. Academic excellence, fiscal management, strategic planning, enrollment growth, branding and fundraising are core responsibilities.

Qualifications: The President is expected to model a servant-leadership management style, working graciously to inspire others. This responsibility demands a close working relationship with the School Leadership Team (Principal, Vice President of Advancement, Director of Business Operations, and Director of Admissions) and reports directly to the Abbot of St. Andrew Abbey. Other qualifications include:

- A practicing Catholic in full communion with the Church.
- A Master's Degree in administration or equivalent. A combination of a bachelor's degree and additional education, credential, and/or professional experience will be considered.
- Institutional Advancement/Development experience.
- Facility and personnel management experience.
- Experience working in a diverse environment.
- Exceptional communication, interpersonal and public speaking skills.
- Ability to build relationships that inspire support for the School's fundraising, program development and enrollment growth initiatives.

Major Responsibilities:

- Acts as the chief executive leader of the school, responsible to the Abbot of St. Andrew Abbey, for duties assigned to the Office of the President.

- Ensures mission effectiveness and faith leadership in keeping with the Roman Catholic Church and Benedictine tradition.
- Directs external affairs of the school and acts as the school's chief fundraiser and administrator.
- Serves as the primary liaison for the school in its relationships with the monks of St. Andrew Abbey, Board of Trustees, alumni, parents, area parishes, elementary schools, and community partners.
- Acts in unison with the Executive Leadership Team to ensure compliance with Ohio Catholic School Accrediting Association.
- Directs the strategy and personnel of the Academic, Admissions, Advancement, and Business departments.
- Ensures sound fiscal management, long-term financial stability and viability of Benedictine High School.
- Makes recommendations to the Board of Trustees for approval of the operating and capital budgets.
- Provides for the professional development of the faculty.
- Oversees all employment and human relations matters, such as contracts, salaries, benefits, job assignments, performance evaluation, retentions and dismissals, personnel records, employee handbooks, etc.
- Build brand awareness and grow enrollment through multiple channels and forums.
- Supervise and develop metrics to improve and grow the School's marketing and public relations initiatives related to admissions, recruitment, retention, and alumni.

Please email a cover letter, resume, and professional references to jobs@cbhs.edu, attention President Hiring Committee.