



IC CATHOLIC PREP

LEARN. LEAD. SERVE.

President IC Catholic Prep

Founded in 1936, IC Catholic Prep is the oldest co-educational Catholic high school in DuPage County and is the only parish high school in the Diocese of Joliet. Located in Elmhurst, Illinois, an upper-middle-class suburb of Chicago, its student body comes from over 35 communities representing broad socioeconomic diversity. Through our Catholic, college preparatory curriculum, we encourage students to achieve their maximum potential and exemplify the Catholic values taught at IC Catholic Prep. Faculty, staff, administration, students, and parents strive to work together to form a loving, Christ-centered community of believers. Students encounter a diversity of mind and culture, excel academically, and experience personal growth through their academic and extracurricular experiences. Students are challenged to become independent thinkers who positively impact the world through selfless confidence and service to others.

School Mission:

IC Catholic Prep is a dynamic college preparatory, Catholic, learning community that:

- Develops the whole person – Spirit, Mind, & Body.
- Inspires critical thinking and independent thought.
- Celebrates the Catholic tradition of community and service on behalf of others; and
- Prepares young women and men to lead confidently and selflessly throughout life.

Overview:

The successful President will work side-by-side with the Principal to create an increasingly growth-oriented and action-based culture: (i) celebrating what ICCP does well; (ii) constantly striving for improvement; (iii) sharing successes with the community and constituents; and (iv) building long-term value for future generations. The ideal candidate possesses high energy, is self-motivated, values growth works well on teams, consistently sets, achieves timely goals, and is faith-filled, with a motivation to “give back” to the community with gratitude for blessings received. This candidate communicates clearly and effectively through written and verbal communication and works collaboratively with internal and external partners. The President reports directly to the Pastor of Immaculate Conception Parish.

Responsibilities:

- Direct all aspects of the Office of Institutional Advancement
- Supervise finance personnel
- Supervise PR/marketing/communications personnel
- Supervise admissions personnel
- Supervise the alumni relations & special events personnel
- Supervise database personnel

- Supervise graphic design personnel
- Direct the overall financial management of the organization, including presentation of financial statements and co-ownership of the budgeting process
- Direct Advancement Team in the production of the Acclaim, IC Catholic Prep's Annual Report
- Direct Advancement Team in the production of the annual viewbook for prospective students
- Lead all fundraising activities/initiatives, including ongoing activities, creation of new initiatives, and building of a long-term endowment and revenue sources
- Develop effective policies, compensation plans, and feedback loops to provide the best possible working environment for all team members
- Lead public relations, marketing, and communications for the organization
- Lead donor and community engagement and relationships
- Support and oversee recruiting activities in partnership with the Principal and Director of Admissions
- Develop and implement strategies to provide regular communications to students, parents, stakeholders, donors, and the community
- Expand the organization's donor pool by successfully communicating its successes, and by extending the reach of its communications to a growing faith-filled community in an increasingly larger geographic area
- Acts as the public face of IC Catholic Prep, including leadership in future capital campaigns as well as annual building projects
- Exercises a ministry of visible presence at IC Catholic Prep functions including alumni and parent groups, student activities, and faculty gatherings
- Leads the development of Strategic Plans (in conjunction with the Board of Directors), execution of the Strategic Plans in conjunction with the Board of Directors and Administrative Team, and evaluation of progress against the Strategic Plans
- Develop effective feedback loops, in partnership with the principal, to provide valuable metrics for decision-making
- Work collaboratively with the Board to plan bi-monthly meetings
- Provide effective regular reporting to the Pastor and to the Board

Qualifications:

- A qualified candidate will minimally have a bachelor's degree from an accredited institution in a relevant field of study (Master's Degree preferred)
- A qualified candidate will have proven experience in fundraising (i.e., successful outcomes in Annual Giving, Major Gifts, and Capital Campaigns)
- The candidate should have at least five years of leadership experience in education, marketing, and/or development in the corporate, private, public, or not-for-profit sector
- Must be an excellent communicator: listening, speaking, and writing
- Must work well collaboratively, and engender motivation and participation in others
- Must be proficient in establishing and growing relationships with various stakeholders, contributors, and community members



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- Must possess a strong commitment to values-based education and faith-filled community
- Must possess a strong commitment to the mission and vision of IC Catholic Prep
- Must Possess excellent verbal and written communications skills

Salary:

Salary is commensurate with credentials and experience.

Apply:

Letters of interest and resumes should be sent to Board President, Sean McMillen, via email at Sean.mcmillen@comcast.net by **August 5th, 2022**