



## *Position Description*

**Position:** President, Catholic Schools of Broome County

**Location:** Binghamton, New York

### **SCHOOL SYSTEM PROFILE:**

The Catholic Schools of Broome County (CSBC) consists of four educational ministries located across the greater Binghamton New York area, serving the youth of Broome County, NY and surrounding areas. Enrollment includes students from the Syracuse, Rochester and Scranton Dioceses. This system is part of the Diocese of Syracuse. The schools serve the needs of families seeking an education based on Catholic values. Students of all faith traditions are welcomed and encouraged to enroll in the Catholic Schools of Broome County. As schools dedicated to academic excellence, the commitment to cultivating a diverse intellectual student population is taken seriously.

### **OVERVIEW OF THE ROLE:**

The President serves as the Chief Executive Officer of the school system, and is focused on long-term, strategic issues in order to advance the mission of CSBC across the Greater Binghamton area. The President achieves this by focusing on the following responsibilities:

- **Catholic Identity:** Promotes the essential characteristics and fundamental values of a Catholic school system to existing and potential students, their families, and the community as a whole. Ensures that each school provides appropriate opportunities for faculty, students and staff to develop their Catholic identity.
- **Institutional Advancement:** Works closely with the Executive Director for Institutional Advancement and the Board of Directors to direct marketing efforts, recruitment strategies, fundraising programs, and alumni/alumnae activities in collaboration with CSBC staff and the Board of Directors. The President is responsible and works closely with the Board of Directors in recruiting and retaining community partners to ensure financial sustainability.
- **Leadership:** Hires, manages, provides leadership and works closely with the Principals, who are charged with developing the academic program of the school including areas of: admission, academic affairs, ministry, student discipline, retention and non-academic programs. Works with the Diocese of Syracuse to ensure state and national standards are met and exceeded.

- **Enrollment and Development Management:** The President collaborates with the Board of Directors and the CSBC staff in marketing and development initiatives to increase enrollment and retention. The President is responsible for meeting annual enrollment and retention goals as set in collaboration with the Board of Directors.
- **Communication:** As the chief spokesperson of CSBC, communicates the philosophy and programs of the system to various publics, including working with parent groups and representing the system at civic, religious and other public functions. Identifies potential news stories and ensures that media releases are submitted for them.
- **Planning:** The President in collaboration with the Board of Directors, the school administrators, and the faculty, develops and executes a strategic long-range plan that is consistent with the mission of the system and Diocese.
- **Operations:** The President works closely with the School Principals, CSBC Chief Financial Officer (CFO), Director of Admissions and Executive Director for Institutional Advancement to ensure a fiscally responsible operational environment that is in line with our strategic plan.
- **Alumni Association:** Collaborates with the Executive Director for Institutional Advancement to ensure the development of a strong alumni relations program including outreach, communication, and fund development.
- **Policies and Programs:** The President approves all school policies and programs, provided they are consistent with policies and stated mission of the system as a Catholic Community, an academic center, and a diocesan institution.
- **Recruitment and Retention:** With a mindset of growth, leadership, and innovation, ensures that we are pursuing the best talent in education as we seek to build outstanding leadership in the Schools. Works with the appropriate leadership to ensure that the schools develop and evaluate all staff members.
- **Funding:** Works collaboratively with the CFO to identify funding sources such as external grants, state and federal funding and local opportunities. Implements projects and programs that will financially benefit the CSBC. Provides oversight for Title Funding and ensures that eligible funds are received from local public schools.

#### **REPORTING RELATIONSHIP:**

The President reports to the Board of Directors of the Catholic Schools of Broome County.

#### **QUALIFICATIONS AND QUALITIES:**

The successful candidate will be a charismatic, visionary leader with exceptional communication and human relations skills who is dedicated to fostering a community of excellence within an environment that emphasizes Catholic identity and values.

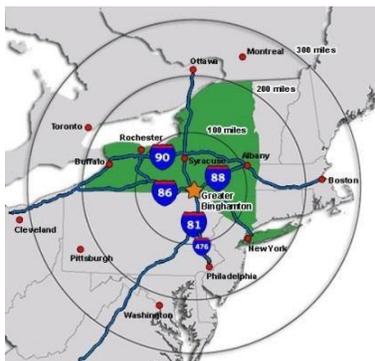
Specifically:

- A faith-filled, practicing Catholic who can exemplify the values and traditions of the school system.
- A high profile, “relational” leader who can inspire, unify, and create demand for an exceptional Catholic Schools of Broome County experience.
- A proven track record as an institution builder—someone who can raise the profile of the school system in the community, grow enrollments, raise funds, and build on our enduring reputation.
- An accomplished strategic planner with high-level execution capabilities.
- A collaborative President who will partner with the Principals in ensuring an exceptionally strong academic experience for our student.
- An exemplary 21st century leader, one that keeps the values that the Catholic community stands for but also believes in the use of technology and social media as a way to stay connected with its constituents.

Deep knowledge of primary and/or secondary education is preferred but less important than strong leadership, passion for mission, and an ability to enrich and sustain institutional vitality. Master’s degree in a related field of study is preferred.

#### **ABOUT THE GREATER BINGHAMTON COMMUNITY:**

Catholic Schools of Broome County is located in the Greater Binghamton area in the Southern Tier of Upstate New York. Binghamton, Endicott and Johnson City — along with Vestal and a few other suburban towns and villages — make up Greater Binghamton, offering a sophisticated cultural life, lively spectator sports and accessible outdoor recreation. Major employers include United Health Services, Lourdes Hospital, IBM, Lockheed Martin Systems Integration, BAE Systems Controls, Maines Paper and Food Service, Universal Instruments and Binghamton University.



Binghamton is located at the crossroads of I-81, I-88 and NY Rte. 17, within easy reach of major metropolitan areas. Binghamton is 50 miles from Ithaca, 72 miles from Syracuse, 140 miles from Albany, and about 200 miles from both New York and Philadelphia.

More on what the Greater Binghamton area has to offer can be found at: <http://www.visitbinghamton.org/>

#### **SEARCH PROCESS:**

Catholic Schools of Broome County has formed a search committee to undergo the important task of finding our next President.

Interested parties should submit a letter of interest, current resume/curriculum vitae and three references (name, phone number, and email address) to the search committee chair below at [PresidentSearchCSBC@gmail.com](mailto:PresidentSearchCSBC@gmail.com). References will not be contacted without candidates' prior approval. Review of candidates will begin immediately, with consideration given by the search committee until the position is filled.

Catholic Schools of Broome County President Search Committee  
Dr. Jennifer Redmore

[PresidentSearchCSBC@gmail.com](mailto:PresidentSearchCSBC@gmail.com)

In order to ensure a smooth transition from our existing President, who is retiring, we have a strong desire to fill the position with an effective start date of July 1, 2022.