

INCARNATE WORD ACADEMY

President

Trinity Executive Partnership is assisting Incarnate Word Academy (IWA), a Catholic, college-preparatory secondary school for young women grades 9-12, in the recruitment of a President.

The Academy:

IWA is a diverse educational institution of choice for young women of North St. Louis County, St. Charles County, and other areas of St. Louis City and County. Forty-one St. Louis area zip codes are represented in the student body with a high percentage coming from north St. Louis County and St. Charles County, located just west of St. Louis County.

The Academy is located on approximately 9 acres in Bel-Nor, Missouri, a small suburb northwest of the City of St. Louis; the Academy has maintained its original location since its founding in 1932. The first classes were held in the convent located on the property.

The mission of Incarnate Word Academy is to challenge young women of faith to achieve their God-given potential as academically successful Women of the Word, following the example of Jesus, the Incarnate Word, by promoting human dignity, thereby empowering themselves and others to make a positive impact on our world.

The Academy has maintained academic excellence since 1934 when it received its initial accreditation from the North Central Association's Committee on Accredited Schools and Colleges, now known as AdvancED. The Academy received its last AdvancED accreditation in 2014 that extends through 2019 at which time an AdvancED accrediting agency team will visit the campus again for the next accreditation cycle.

The external evaluation team stated:

"School leadership, instructional practices, and support services all contribute to the personalized learning that defines the culture of IWA, flowing from its mission and charism of the Sisters of Charity.

- Commitment to a culture of diversity
- Strong leadership supporting the culture
- Effective instructional methodologies/practices in the classroom environment
- Strong sense of community, belonging and family
- Fostering a community of critical thinkers and leaders

- Supportive of all aspects of personal development”

Incarnate Word Academy is a Missouri nonprofit corporation organized under Chapter 355 of the Revised Statutes of Missouri. The purpose of Incarnate Word Academy is to promote Catholic secondary education for girls and the integration of spiritual, moral, physical and intellectual principles by maintaining a comprehensive college-preparatory school. The Corporation’s sole member is the Congregation of the Sisters of Charity of the Incarnate Word, San Antonio, Inc., a Texas nonprofit corporation.

IWA strives to empower its students to become leaders, scholars, and meaningful contributors to the community and the ever-changing world. IWA makes the following commitments:

- To offer a premier college-preparatory education in a dynamic learning environment that fosters independence, embraces diversity, and grounds its dedication to excellence in Christian values.
- Social justice, human respect and a commitment to service are and will remain at the heart of its community.
- As a forward-thinking institution, IWA will continue to evolve its unique approach to teaching and guiding young women, blending strong tradition with sound innovation.

IWA’s core values are:

- Follow the example of Jesus
- Foster academically successful women
- Promote human dignity
- Empower and challenge young women
- Make a positive impact on our world

Incarnate Word Academy constituents have formed a long-lasting bond to the school. This includes the Board of Trustees, administration, teachers, staff, parents, alumnae, donors, and most importantly the students. IWA embraces a model which develops young women into strong leaders and prepares them for the challenges and opportunities they will experience in their faith and professional lives. IWA gives every student the opportunity to flourish and support one another as a family in a setting representative of the world at large. IWA alumnae form deep relationships and a sense of pride and respect. Graduates of the Academy make an easy transition to college life because of their academic program at IWA.

Incarnate Word Academy has used the Modular Schedule since 1969 and is the only school in the area to have continued using and developing the system to the present. Modular scheduling offers flexibility that permits creative and varied teaching styles and accommodates individual student learning cycles. Based in part on a college schedule, the system expands the limited possibilities of the traditional seven-period high school schedule. The schedule has become a hallmark of the school. The Academy offers 10 academic departments: Counseling, English, Fine Arts, Innovative Technologies, Mathematics, Physical Education, Science, Social Studies, Theology and World Languages.

Students take four years of theology courses as the foundation of their faith learning. In addition, there are monthly liturgies, quarterly prayer services, reconciliation and monthly Adoration. Each week a communion service is held in the chapel. All classes begin with prayer and students are asked to live their best lives by emulating the Incarnate Word.

Community service is required of all students and members of the community. The freshmen, sophomores and seniors are all required to complete 20 hours of community service each year. In the last two weeks of a student's junior year, she participates in 60 hours, off-campus service experience.

All Academy graduates matriculate to higher education institutions with the exception of one or two students who join professional performance companies or the military. The 2018 graduating class earned over \$4.7 million in post-secondary scholarships.

The Academy has dedicated itself to keep the arts thriving for its students. IWA offers a full curriculum in dance, theater, music and art. Each discipline has one full time faculty member and a dedicated space for classes.

IWA offers the following sports: basketball, cheerleading, cross country, volleyball, lacrosse, dance, golf, soccer, softball, swimming/diving, tennis and track. The highly competitive athletics program helps young women develop skills that nurture their intrinsic qualities and values of sportsmanship. Our athletic programs help prepare the student athlete to compete successfully at the next level in college and in life. IWA holds thirty-five state championships. In the 2017-18 school year each and every team went to state competition.

The Position:

The Academy has the President/Principal model of administration. The President's primary responsibility is to provide visionary leadership, overall direction and administration of the school's operation, consistent with the IWA's mission statement, vision and core values, as well as the mission and charism of the Sisters of Charity of the Incarnate Word, the sponsoring congregation of the

Academy. The President has the general charge and responsibility for fundraising, alumnae relations, business partnerships, marketing & public relations, physical plant, budget, business affairs, facilities, and the associated personnel in these areas. The President interprets and applies the policies of the IWA Board of Trustees and the Sisters of Charity of the Incarnate Word and is accountable for all results. The President's key roles include leadership to the staff (direct reports, as defined below) for a faith-based learning environment, guidance and development of strategic planning initiatives, operational plans, fund raising and financial/general administration, attracting, retaining and developing exceptional staff, and communication of IWA's long standing tradition of excellence and promotion of the mission.

The President is hired and reviewed by and accountable to the IWA Board of Trustees and is a voting member of the Board of Trustees. The President's direct reports include the following: Principal, Assistant to the President & Director of Alumnae Relations, Chief Financial Officer and the Directors of: Development, Communications and Marketing, Admissions, and Special Events.

Job Functions:

- As effectively the Chief Executive Officer of IWA, perform all duties within the limits of the school's mission, by-laws and board policies
- Prepare short and long-term objectives to maintain the viability of the school and prepare plans and programs for the attainment of approved objectives
- Develop and maintain a sound plan of organization and coordinate the activities of all areas of the school
- Appoint, lead, work collaboratively with, develop and annually evaluate the Principal of IWA and all staff directly reporting to the President
- Work collaboratively with, energize, inspire, unify and motivate the principal, the faculty and staff to realize the Academy's purpose, values and vision
- Ensure that adequate organizational plans, procedures and accountabilities are employed by each area of the school to make possible the attainment of their goals
- Submit annual budget and proposed capital and extraordinary expenditure programs to the Board for approval
- Drive and ensure robust and increasing fund raising activities to protect and support the financial viability of the institution
- Report on-going progress of the school to the Board, including student achievements, accreditation status, fundraising activities, marketing and

- recruitment endeavors and buildings and ground maintenance, along with proposals, projects or difficulties for the Board to review
- Refer to the Board all matters of major importance for the purpose of securing advice, guidance, authorization or decision
 - Ensure equitable administration of wage and salary policies and structures, employee benefit plans and personnel rating programs, and protect the interest of employees as individuals
 - Approve all marketing and communications strategies
 - Represent the school in civil and ecclesiastical forums and act as spokesperson for the school in emergencies and in conjunction with the Director of Communications and Marketing
 - Proactively communicate with all constituencies of the Academy's community, including the Board of Trustees, donors, alumnae, faculty, staff, parents (past/present), grandparents and students
 - Collaborate with the Board Chairperson and Committee Chairs to develop Board and Committee meeting schedules and agendas
 - Work closely with the Board Chairperson in the development and review of plans related to and/or having an effect on the school operations, its students and programs
 - Execute all legal documents in the name of IWA arising from the implementation of Board decisions and policies
 - Attend after school and community events
 - Be a visible leader, strong communicator, collaborative team player and visionary

Requirements and Experience:

- Must be a Catholic in good standing with the Church
- Must have a Master's degree or above (Doctorate preferred) in Education Administration or with an advanced degree in Marketing, Public Relations, Communications, Business or related area. Preference will be given to a candidate with successful administrative experience in a Catholic secondary school.
- Demonstrated successful experience in leadership in a private educational or non-profit organization with a faith-based mission
- Strong working knowledge of school/non-profit finance, including effective management of multi-million dollar budgets; wage, salary and benefits; awareness of investing and the market

- Proven ability to build, maintain and grow the capabilities, resources and infrastructure needed to achieve the mission and strategy of the organization within approved budgets
- Proven ability to develop and maintain relationships with key constituents to build major gifts, endowments, scholarships and planned giving
- Proven track record of attracting, developing, coaching and retaining exceptional team members
- Exceptional communicator and marketer with a track record of generating new and innovative approaches to problems and opportunities
- Demonstrated ability to both manage and improve an organization's financial position, employee satisfaction, outreach and recruitment
- An inspirational leader with demonstrated success in staff development and promotion, commitment to vision and collaboration, while effectively holding team members and self accountable for high performance results.
- Demonstrated ability to focus on support of mission and strategic plans, aligning resources, teamwork and accountability with a sense of urgency and effective communication
- Demonstrated adaptability and success operating in new organizations and different market areas
- Demonstration of organizational consciousness, decisiveness, optimism and commitment to the growth of people
- Demonstrated desire for personal development via regular assessment, planned executive education and skill-building

Skills and Qualities:

- Able to embrace the mission of the school
- A leader and true team player with strong managerial and administrative skills
- Integrity and high moral responsibility
- Diplomatic with analytical ability and incisiveness to ask discerning questions
- Willing to place the organization's interest ahead of one's own
- High energy and willingness to devote the time to do justice to the duties as the president that may sometimes appear as "above and beyond the call of duty"
- Dependable, reliable and driven with a strong focus on positive results created in a positive environment
- Ability to model a commitment to Catholic ideals and serving others

- Passionate about continuing the exceptional standards and looking forward to promoting a long and sustainable future for the organization

Contract/Compensation:

- Full time contractual position reporting to the Board of Trustees
- Preference for 3 year contract followed by renewable annually
- Participate in the Annual Presidential Evaluation Process
- Requires flexibility with time and weekend and evening activities as required
- Position is salaried, exempt