



*Finding God
in All Things*

Bishop O'Dowd High School **A Catholic College Preparatory School**

PRESIDENT PROFILE

Mission Statement

Bishop O'Dowd High School is a Catholic college-preparatory community, guided by the teachings of Jesus Christ, that educates its diverse student body to build a more just, joyful and sustainable world.

Charism

Finding God In All Things Calls Us to:

Community in Diversity

Strength of Character

Academic Excellence

Kinship with Creation

Social Justice

Joy

About Bishop O'Dowd High School

Bishop O'Dowd High School (www.bishopodowd.org) is an integral part of the educational mission of the Catholic Church and the Catholic Diocese of Oakland. The mission of the Catholic schools of the Diocese of Oakland is to ensure its schools are Christ-centered, academically excellent, and welcoming communities that teach students to be lifelong learners and leaders energized by fidelity to Christ, the Church, and one another.

Situated on 20 acres in the Oakland Hills, overlooking the San Francisco Bay, Bishop O'Dowd High School reflects the diversity and pursuit of excellence for which the Bay Area of California is known. With a reputation for academic excellence, expansive programming, and college preparatory rigor, the school educates 1,200 students from the East Bay and beyond who strive to create positive change within themselves, their communities, and in the world. Bishop O'Dowd's educational mission is rooted in its Catholic heritage, and its success is built on the partnership of students, faculty and staff, parents, the community, and the Diocese of Oakland. O'Dowd's academic, spiritual, and co-curricular programs ensure each student's intellectual, moral, and personal growth.



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The academic curriculum at O'Dowd equips students to be engaged learners and citizens, highly prepared for college and beyond. The curriculum includes 25 AP and honors level courses, a rich humanities and arts program, and a comprehensive and state-of-the-art science and technology curriculum. An unmatched focus on sustainability, experiential learning, and social justice nurtures kinship with creation through the Center for Environmental Studies and the surrounding four-acre Living Lab. Opportunities for students to participate in leadership, environmental stewardship, peer ministry, service learning, and social justice activities abound. Comprehensive counseling and health and wellness services support students' well-being as they prepare for the future. Whether through academics, athletics, clubs, or other co-curricular pursuits, students find joy in learning and developing in a supportive and caring environment.

The Role of the President

The next President of Bishop O'Dowd High School succeeds the late Dr. Stephen Phelps, a beloved and visionary leader, who passed away in December 2017. During his twelve-year tenure as President, Bishop O'Dowd became one of the finest Catholic schools in the region and in the state of California.

The President will have overall responsibility for the management of Bishop O'Dowd, and for providing leadership to its educational mission and values consistent with the teachings of the Catholic Church. The leadership responsibility extends to the student population and the Bishop O'Dowd faculty and staff. The President is responsible for establishing and maintaining the religious vision of the school and will interpret and implement the spiritual mission of the school in a manner consistent with a Roman Catholic education.

The President serves as chief executive officer of Bishop O'Dowd High School and provides visionary and inspirational leadership for all areas of operation through the implementation of a strategic plan. The President oversees extensive capital and building projects, finance and business affairs, human resources, and advancement, including major fund development, marketing and communications, enrollment management, and community relations. Working in collaboration with the Principal, the President ensures the continuity and continued growth of the exceptional and innovative academic and co-curricular program of the school. Working in collaboration with the Advancement Office, the President designs and leads strategies to ensure both short-term and long-range financial stability and growth. The President serves as chief spokesperson and promotes Bishop O'Dowd High School by identifying, cultivating, and developing partnerships and broadening community support that will ensure a vibrant future for the school.



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Reporting Relationships

The President of Bishop O'Dowd High School is hired by, and responsible to, the Bishop of the Diocese of Oakland. The President reports to the Superintendent of Catholic Schools of the Diocese and works in partnership with the Board of Regents.

The following positions report directly to the President: Principal, Chief Advancement Officer, Chief Financial and Administrative Officer, Director of Admissions, Director of Marketing, and Executive Assistant.

President Qualifications

Bishop O'Dowd High School is seeking a President with exceptional leadership skills and a commitment to Catholic education and academic excellence. The next President should be a passionate, visionary, energetic, and transformational leader who can powerfully articulate a compelling vision for an educational organization, lead the development of a comprehensive strategic plan for the school, and oversee the design and implementation of an extensive master plan for facilities that will grow and transform the Bishop O'Dowd campus. The successful candidate will thrive in a school community that reflects the cultural, ethnic, and socioeconomic diversity of Oakland.

Candidates should possess significant senior management experience, financial acumen, and expertise in business management, as well as experience in planning and overseeing extensive capital and building projects to enhance facilities. In addition, the next President must demonstrate a proven track record of acquiring funds through the identification, cultivation, and solicitation of major gifts from individuals, foundations, and corporations. Bishop O'Dowd seeks candidates with exceptional relationship-building, interpersonal, and communication skills that inspire collaboration from all internal and external constituent groups. The new President should be capable of leading a team of administrators, possess an understanding of the President/Principal model of administration, and be comfortable working with a large, experienced, and committed Board of Regents.

A qualified applicant will be a dedicated, practicing Catholic who embraces the Catholic identity and values of the school and the Diocese of Oakland and is capable of serving as the faith leader of the school. Applicants should possess a minimum of a master's degree and demonstrate a proven track record of success as a senior leader. The new President will take office on July 1, 2018.

Salary and Benefits

This is a full-time 12-month position. Salary is competitive and commensurate with experience and qualifications. Benefits include: Health, Dental, and Vision Insurance, Long- and Short-Term Disability Insurance, and Retirement.



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Application Procedure

Review of applications will begin immediately and continue until March 15, 2018. Interested and qualified candidate are asked to submit electronically a letter of introduction; a resume; the names, addresses, telephone numbers, and email addresses of five professional references; and a statement of approximately one page addressing: *The Role of the President in Sustaining and Growing a Successful Catholic School* to:

Bishop O'Dowd High School President Search
Catholic School Management
Attn: Jennifer C. Kensel at csmoffice@cbservices.org



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