



Sacred Heart Nativty Schools

President

ABOUT US

Sacred Heart Nativty and Our Lady of Grace Nativty Schools provide a transformative middle school education to low-income youth in San Jose. Nativty is a Jesuit, faith-based middle school located in the Washington/Guadalupe neighborhood and provides a holistic education that supports the growth and development of a child intellectually, spiritually, physically, and emotionally. Nativty consists of two middle schools: Sacred Heart Nativty School for Boys (established in 2001) and Our Lady of Grace Nativty School for Girls (established in 2006). Our mission and the entire program are for the purpose of ***breaking the cycle of poverty through education***.

ESSENTIAL JOB FUNCTIONS

The President shall be the chief executive officer of the corporation. The President shall serve at the discretion of the Board of Directors. The President, subject to the control of the Board of Directors, shall have supervision, direction and control of the business and affairs of the corporation. The President shall operate the school and shall perform all duties incident to the office of President and such other duties as may be required by law, by the Articles, or these Bylaws, or which may be prescribed from time to time by the Directors. The President shall also be responsible for raising the annual operating funds necessary for the school as well as creating and maintaining an endowment for the school's future.

Duties include but are not limited to:

General

- To embody, manifest, and advocate the mission of the school.
- To articulate the vision for the school and its future.
- To monitor and address all matters of school climate and culture.
- To ensure the school lives its Catholic, Jesuit identity in all programs.
- To manage the sometimes competing demands of the various constituencies of the school.
- To represent the school to all of its constituents including developing relations with neighborhood partners, parents, students, alumni, benefactors, board members, staff, volunteers and community partners.
- To ensure positive and productive partnerships with the co-sponsoring organizations.
- To lead and facilitate the development of the Strategic Plan in collaboration with the staff and board members.
- To partner with the Principal to ensure WCEA Accreditation Plan is followed.
- To manage and/or assist with facilities maintenance and operation.
- To maintain, strengthen Nativty's relationship with its sponsoring entities such as the Diocese of San Jose, Sacred Heart of Jesus Parish, and Jesuits West.

Board of Directors

- To attend meetings, prepare reports, and keep Board informed on all aspects of the school's operation.
- To provide to the Board various scenarios and possibilities for the Board to consider as it does its work focusing on the strategic future of the school.
- The President shall be a member ex-officio of all standing committees of the Board.
- The President shall be the representative of the Board in its relations with the faculty, staff, students and the patrons of the corporation.

Organizational Oversight

- Through supervision of the Principal, to ensure the effectiveness of all school programs (academic, athletic, spiritual, and graduate support); to ensure the preparation for periodic evaluations (accreditation, sponsorship review); to ensure the organization submits reports to external agencies as required; to ensure consistent policies and standards of school operation.
- To collaborate with the Director of Finance in the preparation of the fiscal year operating budget; to monitor income, expenditures, donations, and cash flow, investments, etc.
- To partner with the Advancement Director to meet all fundraising goals and oversee development efforts in order to ensure sufficient funds for the operation of the school.
- To handle all matters regarding employment, retention, and dismissal of personnel; salaries and contracts; and new hire procedures. Ensure consistent performance evaluations are conducted by all departments. To prepare employee handbooks, and maintain appropriate personnel records.

EDUCATION, QUALIFICATIONS, AND LICENSES/CERTIFICATIONS

- Minimum of 10 years of experience in the nonprofit sector, including leadership positions.
- Minimum bachelor's degree in a relevant field; master's degree preferred.
- Demonstrated success in strategic planning and organizational development.
- Experience in program development, and community engagement.
- Strong understanding of philanthropy, grantmaking, and community engagement.
- Exceptional communication skills, both written and verbal, with the ability to represent the program effectively.
- Demonstrated ability to build and maintain positive relationships with diverse stakeholders, including the Board, staff, and community partners.
- Track record of effective board collaboration and governance.
- Knowledge of philanthropy, ethical leadership, and social impact strategies.
- Exceptional organizational and project management abilities.
- Financial acumen and experience in budget management.
- Proficiency in developing and implementing policies and procedures.
- Familiarity with legal and regulatory considerations in philanthropy.

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent care and attention to detail. Absolute commitment to accuracy, timeliness, and confidentiality.
- Model a high degree of integrity, a passion for Nativity's mission, and a commitment to Jesuit education.
- Demonstrated initiative, resourcefulness, and problem-solving capabilities.
- Comfortable with Nativity's faith-based mission to break the cycle of poverty through education.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Ability to lift 25 lbs. without help.
- Ability to look at a computer monitor and sit for long periods.
- Physically able to assist, when necessary, with event setup and breakdown, including lifting to 25 lbs.

SCHOOL REQUIREMENTS

- TB testing
- Fingerprinting - Must not have felony convictions or other serious violations.
- Clean DMV driving record.

GENERAL INFORMATION

- Reports to the Board of Directors
- Full-time, exempt, 12-month position. Work hours may vary (including evenings and weekends)
- Eligible for benefits
- Salary: \$150,000 - \$175,000 (DOE)

APPLICATION PROCESS

Interested applicants must submit a cover letter, resume, and professional references to hr@shnativity.org.

NON-DISCRIMINATION POLICY

Sacred Heart Nativity School is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, age, gender (including gender identity and gender expression), genetic information and characteristics, medical condition, national origin, citizenship,

immigration status, marital status, sexual orientation, registered domestic partner status, veteran status, or disability.