President Prospectus
Notre Dame College Prep
Niles, Illinois
Notre Dame College Prep is the largest all-male Catholic high school in the State of Illinois. Founded in 1954 by the Congregation of Holy Cross, Notre Dame College Prep’s core pillars of faith, scholarship, and service have impacted the hearts and minds of young men for more than six decades. With these tenets as a steady foundation, strong community relationships, and a vibrant faculty and staff, Notre Dame College Prep is uniquely positioned to flourish. Notre Dame College Prep continues to stand ready to grow under the direction of the new president.

Today, the school is sponsored by the Brothers of Holy Cross, and is one of six secondary schools in the Midwest Province and one of 17 secondary schools across the United States. The Congregation of Holy Cross is a Catholic religious organization of brothers and priests dedicated to education, parish work, and social justice ministry in 16 countries around the world.

Notre Dame College Prep is seeking an outstanding individual whose energy, dedication, and vision will elevate the school beyond its established tradition of excellence. The new President will make Notre Dame College Prep the priority destination for all high school-aged young men and their families in the greater Chicago Area.
Philosophy Statement

In the tradition of Holy Cross, a Notre Dame College Prep education emphasizes the formation of the hearts and minds of young men. As the Congregation’s founder, Blessed Basil Moreau, C.S.C. stated, “the mind will not be cultivated at the expense of the heart.” This approach to education promotes the development of the whole person. We believe such an experience is critical, since society has a great need for people who lead their lives possessing intellectual curiosity, strong moral character, and social responsibility based upon Christian values. We further believe the quality of education is dependent on the quality of the people engaged in this purpose. Consequently, Notre Dame educators are people of faith who motivate, inspire, and lead the student towards academic excellence while fostering critical thinking, creativity, and leadership. Finally, we believe this education takes place best within a Christ-centered community of faith.

Mission Statement

Under the patronage of Mary, Notre Dame College Prep is a secondary school committed to educating young men to be gentlemen of faith, scholarship, and service in an inclusive, family-oriented community. Faithful to the Roman Catholic tradition and inspired by Gospel values, we prepare students to be lifelong learners and to lead lives of integrity.
Holy Cross Values

In the tradition of the Congregation of Holy Cross, Notre Dame College Prep considers the three pillars of education to be Faith, Scholarship, and Service. In each area, students are called upon to do their best to develop the talents they have been given. In addition to our foundational pillars, there are a number of core values which articulate the principles of a Holy Cross Education more specifically:

- **Educating the Mind and the Heart:** We develop values, attitudes, and behaviors to use knowledge and skills appropriately and productively.
- **Family:** Education flourishes only within an environment where family spirit is evident and dominant.
- **Formation:** Each person grows in wisdom, age, and favor, following the example of Jesus.
- **Inclusive Diversity:** We value each person as uniquely gifted, special, and important.
- **Integrity:** Society has a greater need for people with values than it does for scholars.
- **Leadership:** Students are prepared to be prepared to be useful citizens for society and for heaven.
- **Option for the Poor:** It is only just to give more to those who have received less.
- **The Cross Our Only Hope:** The Cross is the anchor in which we find hope, our confidence in the resurrection.
- **Zeal:** We greatly desire to make God known, loved, and served.
Position of President

By title, the President is the school’s chief officer. In practice, the President will exemplify Notre Dame College Prep’s mission, culture, and tradition, both internally, and in the broader community.

As the institutional leader, the President is expected to execute the school’s strategic plan, cultivate strategic relationships, and manage resources to deliver a high-quality, faith-based education. The President is responsible for the oversight and management of all school activities through the Principal and staff. He/she is charged with implementing the Catholic philosophy of education and promoting the spiritual welfare of Notre Dame College Prep’s students, faculty, and staff. The President is hired by, and reports to, the Board of Directors of Notre Dame College Prep.

The President is not only the head of the school, but also its face – to students, to parents, to staff, to alumni, and to donors. The President is expected to lead the school with enthusiasm for all of Notre Dame College Prep’s academic, athletic, and cultural activities. He/she will serve as a devoted advocate for students and for the school to the community at large. The new President will help craft and narrate the exceptional story that is Notre Dame College Prep.
Qualifications

The President should be a practicing Catholic, possess strong communication skills, and exhibit the ability to articulate and represent the mission and objectives of Notre Dame College Prep. In addition to strong leadership skills, this individual should have demonstrated success in fundraising, strategic planning, marketing, recruiting, and development.

Responsibilities and Duties

Notre Dame College Prep follows the President/Principal model: The president is the Chief Executive Officer and is responsible for leadership in all areas that contribute to the short and long term effectiveness and sustainability of the school and its mission. The Principal is specifically responsible for day-to-day leadership and management of personnel and programs for the academic and co-curricular aspects of the school. The President’s duties are concentrated on, but not limited to, development, business operations, enrollment, and external relations. Offices reporting directly to the President are Advancement, Communication, Finances, Enrollment, Facilities, and Principal.

He/she will:

- Promote the Catholic mission and vision of Notre Dame College Prep and the spiritual welfare of its students and their parents, as well as the faculty, staff, and their families.

(continued on next page)
Responsibilities and Duties (cont’d)

- Assist the Board of Directors in policy development and implementation. Provide timely, accurate information to members of the Board to ensure they are informed fully on all issues that may require consideration, collaboration, and/or action.
- Serve as lead fundraiser for the school with the responsibility of being the primary solicitor for prospects having the capacity to contribute meaningful and/or ongoing gifts.
- Direct the school’s staff and spearhead the public relations, marketing, enrollment and fundraising efforts of the school.
- Manage internal and external relationships and minimize risk for the school.
- Work with the Board of Directors, Finance Committee, school administration, and Principal to develop the annual budget and allocate resources for the school.
- Ensure timely compliance with the school’s strategic plan.
- Direct the planning for the school’s needs, including short-term and long-term strategies regarding capital needs.
- Participate in leadership activities in the community, educational associations, the Archdiocese of Chicago and the Brothers of Holy Cross. Maintain communication with the Archdiocese of Chicago Office of Catholic Schools and the Brothers of Holy Cross.
- Participate in the activities of the school’s auxiliary organizations and interest groups to insure they serve the needs of the school effectively.
- Serve as the principal external spokesperson for the organization.
- Position Notre Dame College Prep positively with its various constituencies and the broader community at large.
- Immerse himself/herself in the school’s culture and history.
Application

Applicants should submit a formal application, which includes a current resume and letter of interest. The letter of interest must include a statement on the candidate’s Catholic educational philosophy.

Consideration of candidates will begin November 1, 2019. Applications are being accepted presently. The new president will take office beginning in the summer of 2020. Expressions of interest, including an up-to-date resume and letter of introduction should be submitted electronically to: presidentsearch@nddons.org.

For further information, please visit the school’s website at www.nddons.org.