



OFFICE OF CATHOLIC EDUCATION

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President Archbishop John Carroll High School

THE POSITION

The President is the Chief Executive Officer responsible for providing visionary leadership and strategic direction to ensure the school's continued growth and success. The President will emphasize alumni and community engagement, enrollment growth, and development initiatives to support the mission and values of the Roman Catholic faith within the Archdiocese of Philadelphia. This role requires a dynamic leader with a strong commitment to Catholic education, exceptional communication skills, and a proven track record in organizational leadership and development.

The President is appointed by Archbishop Nelson Pérez in collaboration with the Archbishop John Carroll (AC) School Board and the Office for Catholic Education (OCE). The President reports to the Chief Operating Officer of the OCE in matters pertaining to the administration of the school and works in collaboration with the AC High School Board of Directors in accordance with the bylaws of Boards of Specified Jurisdiction in the Archdiocese of Philadelphia.

The President will assume the role at an important time for the Archdiocese of Philadelphia. Strategic management and operation of the secondary schools is provided by the OCE, which has planted the seeds for innovation, opportunity, and leadership. The Archdiocesan school system envisions itself as part of the world's premier teaching mission of the Church and holds high standards for all members of the organization.

Specific Responsibilities

Leadership and Vision

- Provide strategic leadership and direction to the school community, ensuring alignment with the mission and values of the Roman Catholic Church while promoting the essential characteristics and fundamental values of Catholic school.
- In collaboration with the Board of Specified Jurisdiction, school administration and faculty, develop and execute a strategic long-range plan that is consistent with the mission of the school and the policies of the archdiocesan secondary school system.



- Foster a positive and inclusive school culture that promotes academic excellence, spiritual growth, and personal development.
- Provide broad leadership of all faculty and staff working closely with the Principal who is charged with the development of academic and co-curricular programs.

Development and Fundraising

- Serve as the school's chief fundraiser, directing marketing efforts, recruiting strategies, fundraising programs and alumni activities in collaboration with the OCE Advancement Team and AC High School Board of Directors and key staff.
- Oversee the development and execution of a comprehensive fundraising strategy, including annual giving, capital campaigns, and planned giving.
- Cultivate and steward relationships with donors, corporate work sponsors, alumni, parents, and community partners to secure financial support for the school's programs and initiatives.
- Collaborate with the development team to identify grant opportunities and prepare grant proposals.

Operational and Financial Management

- Oversee the effective and efficient operation of the school, including budget management, facilities oversight, and compliance with Archdiocesan policies.
- Work closely with the Board of Directors and administrative team to develop and implement policies and procedures ensuring the safety, security and well-being of students, faculty, staff and volunteers.
- Approve all policies and programs, provided they are consistent with Archdiocesan policies, the school bylaws, and stated mission of the school as a Catholic community, an academic center, and an Archdiocesan institution.
- Maintain oversight of financial operations and obligations of the school, working closely with the Chief Financial Officer.
- Participate in the envisioned real estate development planning for the school, in cooperation with OCE.

Communications and Community and Alumni Engagement

- Serve as the chief spokesperson responsible for communicating the philosophy and programs of the school to various stakeholders, including working with parent groups and representing the school at civic, religious, and other public forums.
- Working closely with the Board of Directors and Development staff, develop and implement strategies to strengthen relationships with alumni, encouraging their active participation and support in school activities, fundraising, and mentorship programs.
- Engage with the local community, including parishes, businesses, and civic organizations, to enhance the school's visibility and reputation, creating a highly visible profile to assist AC High School in distinguishing itself in the educational marketplace.



- Attend and engage at school social, academic, and athletic events, including alumni reunions, community outreach programs, and networking opportunities.

Enrollment Management

- Collaborate with OCE, the Board of Directors and key school staff in marketing and development initiatives to increase enrollment and retention to meet annual enrollment goals as set in collaboration with the OCE.
- Collaborate with the admissions team to develop effective marketing and recruitment strategies.
- Monitor enrollment trends and implement data-driven decisions to enhance the student experience.

Academic Excellence

- Working closely with the Principal, support and enhance the school's academic programs, ensuring they meet the highest standards of quality and innovation.
- With a mindset of growth, leadership, and innovation, ensure the best talent in education is pursued to provide an outstanding educational experience for all students.
- Promote professional development opportunities for faculty and staff to stay current with educational best practices.

Qualifications

- Minimum of 10 years of experience in education, business, nonprofit, or organizational leadership, preferably within a Catholic school setting.
- Must be a practicing Catholic with a strong commitment to the mission and teachings of the Roman Catholic Church.
- Significant management experience with demonstrated success in addressing immediate organizational needs while also driving toward long-term goals with buy-in from stakeholders.
- Visionary and strategic planning capabilities to be applied toward the development of an innovative fundraising program and the leadership necessary to ensure its successful implementation.
- Proven track record in alumni relations, community engagement, enrollment, fundraising, revenue generation, and budget management.
- Excellent communication, interpersonal, and organizational skills with demonstrated capability to engage and inspire a wide range of stakeholders, building creative and mutually beneficial relationships with philanthropic, corporate, public, and nonprofit sectors.
- Master's degree in Education, Business Administration, or a related field preferred.
- Limited travel required; must be available to attend events after school hours and weekends as needed.



Application Procedure

To apply, please submit the following materials, confidentially and as separate PDF attachments in one email to James Molnar, jmolnar@archphila.org. Please include Archbishop John Carroll High School in the subject field.

- Cover letter
- Current resume
- Statement of Catholic educational philosophy
- Before employment can begin, the remaining requirements must be met ; PA required clearances and a letter of recommendation from the Pastor of the catholic parish in which you are registered.

The Deadline for Applications is July 21, 2026

The Archdiocese of Philadelphia is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to all qualified applications without regards to race, color, religion, age, sex, national origin, disability or protected veteran status.

As a religious organization, the Archdiocese of Philadelphia is also bound by Canon Law and Catholic teachings. For this reason, there may be occasions when an employee's failure to adhere to the truths of the Catholic faith are a factor in employment-related decisions. In the event an employee fails to adhere to, or takes a position publicly that is contrary to, Catholic doctrine and teachings, or any policy or procedure maintained by the Archdiocese, the employee may be subject to disciplinary action up to and including termination of employment. The Archdiocese of Philadelphia and its entities are Roman Catholic religious organizations, and their employees are expected to respect and conduct themselves in accordance with the values, teachings, and moral of the Roman Catholic Church.

Employment practices will not be influenced by an individual's legally protected status, or any other basis as may be required by local, state and/or federal law as those laws apply to the Archdiocese.

The Archdiocese offers a competitive salary and benefits package commensurate with experience and education.