



# NOTRE DAME ACADEMY

*Educating Women to Make a Difference*



# PRESIDENT

## PARK HILLS, KY

## ABOUT THE ACADEMY

**Mission:** Notre Dame Academy, a Catholic high school dedicated to Mary and committed to academic excellence, exists to educate young women to make a difference in the world.

**Vision:** Transformative women leaders embracing God's goodness in the world.

Notre Dame Academy (NDA) is sponsored by the Sisters of Notre Dame (SND) and governed by a Board of Directors utilizing the President Principal model. NDA's leadership model focuses on holistic learning for all students. NDA's leadership philosophy is to provide a learning environment that supports the educational vision and principles of the Sisters of Notre Dame and fulfills the school's mission to educate young women to make a difference in the world.

- *Are you inspired by the prospect of being a role model for girls at a school with unquestioned educational standards that has for decades encouraged and empowered young women to make a difference in the world?*
- *Does the ability to serve as the face of an institution and represent the mission of Notre Dame Academy excite you?*
- *Do you have the leadership, financial, and business acumen to take Notre Dame Academy to the next level while maintaining its reputation of academic excellence?*



## WHAT YOU'LL BE DOING

The President of Notre Dame Academy serves as the chief executive officer and is responsible for advancing the school's mission through strategic plan implementation, resource acquisition, and the effective engagement of stakeholders. The President provides spiritual, educational and managerial leadership ensuring the fulfillment of the mission of NDA. The President is accountable to the Board of Directors. At Notre Dame Academy, the President directs a leadership team including the Principal, Chief Financial Officer, Chief Communication Officer, Director of Admissions, Director of Major Gifts and the Director of Development. The President has direct responsibility for mission advancement, strategic planning, fiscal management, and facilities. Most significantly, the President articulates the mission, vision and philosophy of the school and is responsible for ensuring that the Catholic identity and educational mission of the Sisters of Notre Dame is developed, promoted and evaluated among students, faculty, staff, parents and trustees at NDA.

- **Sisters of Notre Dame/Catholic Identity:** The next President will be entrusted to promote the Catholic identity and to carry on the mission, tradition, and charism of the Sisters of Notre Dame. The President should be comfortable with the Catholic Church's commitment to justice, peace and the integrity of creation. Specifically, the President must ensure that these foundational elements ground all that is done at Notre Dame Academy.



## WHAT YOU'LL BE DOING CONTINUED...

- **Strategic Vision for Excellence:** It will be essential that the new President be able to articulate a vision for excellence for the education of young women within the context of NDA's mission and core values. Specifically, this vision must take into consideration the current realities and challenges of today's world and articulate and implement priorities to ensure that NDA continues to be a leader in a competitive market and stays cutting edge with creative programming. To ensure a vision for excellence, the new President will have the opportunity to engage with the Board and the NDA community in the development of the next strategic plan.
- **Institutional Advancement:** The Board of Directors and the Notre Dame Academy community recognize the intrinsic benefits to all students of a diverse student body and are committed to broadening access to Notre Dame Academy to all those girls who desire to attend. To ensure the long-term viability of NDA, it must have the resources to fulfill its mission and continue its legacy. Given this, the President, building upon the success of its previous Presidents, will take a leading role in a comprehensive institutional advancement program, which includes fundraising as well as marketing and outreach that takes into account an understanding of NDA's position in the market and the competitive landscape. The new President will focus on further developing the alumnae relations program to better meet the needs of alumnae across different generations. Additionally, the President will build on existing efforts to preserve the integrity of the 60-year-old building and continue upgrading campus facilities to support 21st-century learning for future generations.
- **Dignity of each person and a community of belonging:** Impelled by the mission of Jesus Christ and rich heritage of the Sisters of Notre Dame, NDA is committed to maintaining a healthy and inclusive Catholic environment of excellence for the transformation of individuals and society. The President will lead the community in creating an environment of mutual respect, welcoming hospitality, and meaningful support in which all may flourish according to God's plan.
- **Collaboration with External Stakeholders:** The new President will need to engage with local business leaders, universities and civic organizations and build partnerships with other Catholic institutions and diocesan authorities.
- **Faculty Development and Technology:** Ensure continuous professional development for faculty and staff, emphasizing academic excellence and innovative practices in teaching and learning. Provide leadership to keep NDA competitive with cutting-edge technology and programming.
- **Crisis Management and Resilience:** Lead the school with resilience and preparedness, ensuring that NDA is equipped to handle unforeseen challenges.
- **Board Relations:** Collaborate closely with the Board of Directors to develop and implement the school's long-term strategic plan, ensuring alignment with Notre Dame Academy's mission, vision, and core values. Work together to set and achieve measurable goals in areas such as academic excellence, financial sustainability, and institutional growth.

# IDEAL CANDIDATE QUALIFICATIONS AND EXPERIENCE

The Board and the Notre Dame Academy community are interested in all candidates who will embrace, articulate and promote the school's vision of educating young women. In addition to being a strategic and visionary leader, a creative thinker and a relationship-builder, successful candidates will have background, skills and qualities that include most or all of the following.

## The next President will:

- Articulate the school's educational and spiritual mission and vision, in alignment with the Sisters of Notre Dame, to inspire and motivate all constituencies. The next President will maintain the school's connection with the Sisters' mission and be mindful of their long legacy at the school.
- Have a passion for educating young women and the willingness to continue a culture of learning and high expectations.
- Have a knowledge of Catholic teaching as well as a current understanding of directions and issues in the Catholic Church, including pastoral, social and moral dimensions of church life and the role of Catholic education within the Church.
- Possess experience in the field of education or a strong respect and appreciation for educational best practices with a willingness to learn pedagogy, faculty professional development, technology integration, program design, and curriculum development.
- Have knowledge of organizational dynamics and possess managerial leadership to ensure the cohesive functioning of the school so that it can continue providing an excellent education.
- Have an understanding and knowledge of effective external affairs programs, which includes all aspects of advancement, fundraising and broader community involvement. Be comfortable asking for financial support and have a commitment to developing a culture of philanthropy.
- Have knowledge of the fundamentals of business and the economics of independent schools.
- Work closely and comfortably with the Board of Directors in building a true partnership in governance and leadership as well as in community engagement and fundraising efforts.
- Be a proactive, effective and clear communicator with all NDA constituents, so that these groups are appropriately informed.
- Bring a commitment to diversity in its various manifestations and be skilled in building inclusive communities, with the ability to navigate diverse cultural and social situations with confidence.
- Be committed to being visible and to making connections with the Greater Cincinnati community to enhance the school's image and reputation.
- Have an understanding of or experience with schools sponsored by a religious order
- Be a business savvy leader with financial acumen and experience providing leadership in areas of finance and facilities.





## KEY PERSONAL ATTRIBUTES

Notre Dame Academy's President's actions and decisions will need to maintain and model both the school's Catholic mission and the charism of the Sisters of Notre Dame. The school is seeking:

- A practicing Catholic who is deeply spiritual and is willing to immerse her/himself in the life of the school, and who is committed to the mission of the Sisters of Notre Dame educational principles.
- An approachable, open and reflective person with strong emotional intelligence, interpersonal skills, and empathy whose presence will invite and respect the views of others.
- A collaborative leader, a relationship- and trust-builder, who is willing to draw from the collective experience and knowledge of the administration and faculty and is not afraid to make the hard decisions.
- A leader who seeks the strengths in people and "grows" them through mentorship and guidance.
- A leader with the ability to connect with individual members of the community, to invest in the community to ensure that NDA continues to provide the best for its students.
- A servant and transformational leader who can comfortably engage with both the internal and external communities and lead with vision and grace.



## MEASUREABLE SUCCESS METRICS

The success of the new President will be evaluated through the achievement of key measurable goals, which may include:

- **Growth in Enrollment:** Demonstrating year-over-year increases in student enrollment, with a focus on attracting mission-aligned families and students from diverse backgrounds.
- **Increased Fundraising and Financial Sustainability:** Leading successful fundraising efforts and enhancing the financial health of the school, ensuring long-term sustainability through philanthropic engagement, alumni relations, and responsible financial stewardship.
- **Academic and Extracurricular Excellence:** Promoting continuous improvement in both academic outcomes and extracurricular achievements, ensuring Notre Dame Academy remains a leader in all-girls Catholic education.
- **Community Engagement and Satisfaction:** Fostering a positive and inclusive school culture reflected in feedback from faculty, staff, students, and parents, ensuring that the NDA community feels valued and supported.
- **Development and Implementation of Strategic Goals:** Successfully collaborating with the Board of Directors to develop and implement long-term strategic plans, setting measurable milestones that align with the mission and vision of the school.



## THE PAYOFF

This is a unique opportunity to join a beloved, influential institution with a group of professionals who are incredibly devoted to the mission of Notre Dame Academy and the development of female leaders. The role offers a competitive salary and comprehensive benefits.

## DIVERSITY AND INCLUSION STATEMENT

Notre Dame Academy is deeply committed to upholding the dignity of every individual, reflecting the teachings of the Catholic Church in fostering a community rooted in respect, inclusion, and compassion. We welcome and encourage applications from all qualified candidates, regardless of race, ability, age, or background, in alignment with our Catholic values of justice and equality. If you feel called to serve in this role and believe your experience aligns with our mission, we encourage you to apply, even if you do not meet every qualification.

Notre Dame Academy is located in Park Hills, Kentucky right across the river from the City of Cincinnati, Ohio.

This executive search is being led by **Michele Plessinger and Megan Meyer**. Use the contact information below to reach out via email with any questions. Please reference the position title and organization in the email header. **[APPLY ONLINE.](#)**



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