

**REQUEST FOR QUALIFICATIONS
FOR
PRESIDENT
LA SALLE INSTITUTE, TROY, NEW YORK**

Overview:

La Salle Institute seeks an outgoing and engaging leader to serve as President of a growing co-educational Lasallian school in Troy, New York. A successful candidate will be focused on fulfilling the mission of the school and The Brothers of the Christian Schools through recruitment and fundraising expertise, and must demonstrate proven skills in developing academic and character excellence.

La Salle Institute and its Mission:

La Salle Institute is an independent, Catholic college preparatory school serving young men and women in grades six through twelve. La Salle Institute was founded by The Brothers of the Christian Schools in 1850 to serve the growing immigrant population coming into Troy, New York. La Salle provides a caring, supportive environment that enables young men and women to grow in their relationship with God. It accomplishes this by deepening their faith through example, instruction and service. Academic success is achieved by providing a strong college preparatory academic program that stresses the academic growth of each young person. Our community encourages, challenges and supports each student's journey to reach their potential.

Responsibilities and Job Description:

1. Leadership and Administration:

- The President of La Salle Institute is the Chief Executive Officer and as such is the final authority to whom all other school officials and personnel report, directly or indirectly.
- The President is appointed by the Board of Trustees in consultation with The Brothers of the Christian Schools and is responsible for the implementation of the strategic direction of La Salle Institute, development and oversight of the budget, general management and administration of school operations to include working actively with the Board of Trustees, school administration, faculty, staff, alumni and parents to achieve the goal of providing an exceptional education for La Salle students.
- The President, in close collaboration with the Principal and Board of Trustees, will advance the Mission and Strategic Priorities of La Salle Institute.
- The President serves at the pleasure of the Board of Trustees and is an *ex officio* voting member of the Board of Trustees and participates in all Board Committee meetings.

- The President is responsible for recommending capital expenditures for consideration by the Board of Trustees and for implementing the expenditure of capital resources as approved by the Board of Trustees.
- The successful candidate will have demonstrated experience with capital structure optimization, development, and financial disciplines.
- The Board seeks candidates to successfully work with key stakeholders and who have a history of seeking out and developing collaborative relationships with internal and external constituencies in order to accomplish a common goal.
- The successful candidate will be expected to update and implement a long-term strategic plan to achieve the school's mission, long term vision and strategic objectives.
- Candidates must have the ability to set the strategic vision, with an understanding of the future direction of the school and the ability to motivate and engage others in a common vision.
- Experience in project management and change management preferred.
- The President has direct supervision responsibilities over the Principal, Director of Development and Finance, Director of Admissions and Enrollment, Director of Plant and Facilities, Food Services, Campus Minister, and Bookstore Operations.
- The President has indirect responsibility over all other faculty, staff and administrators including the Assistant/Vice Principal for Academic Affairs, the Assistant/Vice Principal for Student Affairs, the Middle School Principal, the Director of Athletics and Physical Education, Director of Guidance, Network Administrator, School Receptionist, and School Nurse. All supervisory responsibilities are subject to the discretion of the President.
- The President will attend all major events, including but not limited to, Homecoming events, Military Ball, Open Houses, alumni class milestone reunions, Annual Auction, Brother James Romond dinner, Athletic Hall of Fame, and Cadet Open.
- The President, directly or through his/her administrators, is responsible for and reports to the Board of Trustees on matters of strategic plan implementation, admissions, enrollment matters, business and finance, development and alumni relations, facilities management, public relations, and other matters pertaining to the well-being of La Salle Institute.

2. Fundraising and Development:

- The President must effectively lead the implementation of all fundraising activities to include Capital Campaigns, the Annual Fund, the Annual Auction and grant funding.
- The President demonstrates financial acumen and fundraising experience.
- The President, in coordination with the Advancement and Development staff, will establish a comprehensive fundraising strategy with goals to ensure the financial sustainability of La Salle Institute.
- The President will establish relationships with the community at large to secure financial support.

3. Marketing and Branding:

- The President is the face of La Salle Institute to the public and will participate in appropriate professional, civic, and religious organizations. The President is directly responsible for all news releases, media inquiries and items of interest that pertain to matters concerning La Salle Institute. The President will ensure that the communications activities of the school meet the enrollment and advancement needs of La Salle Institute.
- The President, in coordination with the Board of Trustees, will promulgate the Mission, philosophy, objectives and goals of the school to all constituencies, including all school employees, members of the Board of Trustees, students, parents, alumni and the general public.

4. Enrollment and Recruitment:

- The President will implement and monitor the effectiveness of strategies for maintaining/increasing enrollment while establishing key performance indicators for enrollment growth and retention.
- The President will work closely with the Director of Admissions evaluating admission processes and financial aid.

5. Communications:

- The President demonstrates excellence in oral and written communication.
- The President exhibits a working knowledge in Microsoft Word, Excel, Teams/Zoom, One Drive, and Google Drive.

6. Alumni Relations and Community Engagement:

- The President is responsible for maintaining a relationship between La Salle Institute and its alumni and shall regularly interact and meet with alumni, the La Salle Institute Alumni Association and key constituents for fundraising and mission related purposes.

7. Faith and Mission Integration:

- The President, in coordination with the Principal, is responsible for ensuring that every effort is made by all members of the staff and faculty to embrace the Mission of La Salle Institute and to educate the students in accordance with the Mission Statement of La Salle Institute and Lasallian teachings, to embrace and promote Catholic values espoused by the mission and vision of The Brothers of the Christian Schools in all aspects of school life.
- The President maintains close contact with The Brothers of the Christian Schools, District of Eastern North America ("DENA") to ensure that La Salle Institute is operating within the guidelines and policies established by the District and the Sponsorship Agreement between DENA and La Salle Institute.
- The President of La Salle Institute is responsible for maintaining a positive and productive working relationship with the Diocese of Albany.
- The President is required to participate in on-going personal Lasallian formation programs sponsored by DENA.
- The President shall foster respect and commitment to engaging the spiritual life of La Salle Institute, as well as the deepening of individual faith and spiritual experiences of all school community members.
- The President shall foster a supportive and inclusive environment that reflects the teachings of the Catholic Church.

Qualifications:

- Master's degree or higher preferred.
- Knowledge and experience with Lasallian charism and the mission of The Brothers of the Christian Schools (see <https://www.fscdena.org/>).
- Fundraising, recruitment and marketing skills are necessary along with the ability to cultivate donors and actively participate in or manage capital campaigns.
- Candidates must be able to fiscally manage an academic institution, budget and administer financial aid in collaboration with the Finance Director and other key personnel.
- The ability to effectively communicate with parents, students, teachers and staff is necessary.
- The successful applicant must be a practicing Roman Catholic.
- Demonstrated administrative experience, including management, finance, development, marketing, and public relations, is preferred.

The salary range for the position at the time of posting is \$120,000 to \$140,000 and is contained in this listing as required by New York State Labor Law 194-b.

Interested candidates should submit a cover letter and resume in pdf format to Theresa Vignali, the Chair of the Search Committee, at PresidentSearch@lasalleinstitute.org with a paper copy addressed to:

Theresa Vignali, Chair
President Search Committee
La Salle Institute
174 Williams Road
Troy, New York 12180

The deadline for applications is February 29, 2024. Interviews will be conducted thereafter.

La Salle Institute is an equal opportunity employer and welcomes candidates from all backgrounds to apply.