

Head of School, Mission Dolores Academy (MDA)

Our Goal

Mission Dolores Academy's Board of Directors is seeking an exceptional leader with the passion, drive and skills to imagine and capture the school's best possible future. The Academy has a strong foundation - thriving students, caring and capable faculty, a generous and engaged base of supporters, a vibrant community, and tremendous opportunities ahead. Our new Head of School will rise to the challenge of reinforcing and building on that foundation to foster overall success through progressive levels of achievement.

For the right person, this will quite possibly be one of the most meaningful, demanding and inspiring roles of their life.

Celebrating our 10th Anniversary

MDA celebrated its 10th year of operation in 2021, successfully serving our community with dedicated teachers and staff through the challenges of Covid. Prior to Covid and even more so today, the challenges we and other educational institutions are experiencing as we strive to educate promising young adults are profound but must be managed to serve those most in need. The Board is nearing the completion of Phase 1 of its five-year strategic plan and will soon embark on Phase 2. The incoming Head will be an instrumental partner with the Board as we chart our financial and strategic vision for the future.

Head of School – Responsibilities of the Position

The new Head of School at Mission Dolores Academy will embrace opportunities and tackle challenges. This critical role requires exceptional leadership to fulfill these responsibilities:

- Serve as CEO of the school, with the authority and responsibility to ensure its overall success;
- Report to and partner with the Board to advance the school's mission both tactically and strategically, in accordance with all applicable policies and legal requirements;
- Be the school's lead spokesperson in a compelling, engaging manner that is beyond reproach;
- In daily school life be a friendly, welcoming presence for students, families, staff and visitors;
- In collaboration with the Board, finalize the development and implementation of the school's Strategic Plan;
- Develop and implement the ideal organizational structure to best support our faculty and students in pursuit of academic objectives, student socialization and day-to-day school management;
- In collaboration with the Chaplain and others, actively support the school's Catholic identity;
- Envision, implement and champion a best-in-class Development Program that includes:
 - Reviewing and optimizing existing processes;
 - Strategically maximizing fundraising, grant, endowment and legacy gift opportunities;
 - Implementing a thoughtful, growth-oriented donor cultivation and relations program;
 - Instituting processes to plan, manage, measure and report overall development success;
 - Leading the Development Director (reports to the HoS) and staff to realize these goals.
- Oversee and optimize processes and performance across all operational areas including:
 - Day-to-day business functions, office administration and communications;
 - Fiscal management, planning, budgeting, reporting and compliance for both capital and operational needs, ensuring the school's financial health and long-term viability;
 - Employee relations, training, compliance and HR matters;
 - Facilities, technology, infrastructure, safety and emergency plans and management.
- Plan and implement comprehensive communications to foster relationships and promote the school's image with high schools, business and community organizations, alumni and others;
- Participate in appropriate school activities in the Archdiocese and San Francisco School District.

Head of School - Qualifications and Characteristics

To support and advance Mission Dolores Academy's mission, we expect that leading candidates applying for this position will have the following qualifications and characteristics:

- An educational leader who embraces Catholic values and their importance in cultivating an academic, social and spiritual experience focused on the whole child;
- Demonstrated strength, skills and experience in significant leadership and management roles, accompanied by a track record of outstanding performance and results;
- Demonstrated strength, experience and results in non-profit development and fundraising;
- School leadership experience at a Vice-Principal, Development Director or similar level;
- Classroom teaching experience;
- Business and fiscal management, planning and operations experience and skills;
- Direct experience and demonstrated skills in strategic planning and implementation initiatives;
- Proven track record of outstanding results in training and developing staff and leaders;
- Competency to develop, lead and drive fund raising working with a dedicated Board;
- Excellent verbal and written communication skills;
- Experience and skills in conflict resolution, performance management and team building.

In addition to the above, ideal candidates will also have some of these preferred characteristics:

- An outgoing, engaging interpersonal style with genuine interest in and respect for others;
- An advanced degree in Education, School Administration, Business Administration, or similar;
- Experience in a K-8th school environment;
- Experience in a Catholic school environment (a plus);
- An experienced, accomplished communicator across a variety of audiences and settings including group forums, public speaking engagements and media interviews;
- Experience as a Principal, Head of School or similar senior school leadership role;
- Experience working with Title 1 populations;
- Bilingual verbal and written skills in English-Spanish (a plus);
- Currently living in the greater San Francisco Bay Area.

To Apply

Interested candidates should submit the following materials confidentially as separate PDF attachments in one email to the Head of School Search Committee at searchcommittee@mdasf.org Please note how you heard about this opportunity in your email. Thank you.

1. A thoughtful cover letter describing your interest in and understanding of this Head of School role;
2. Your current resume;
3. One page or less describing your leadership approach and educational philosophy;
4. A list of four references with names, titles, phone and emails. These are kept strictly confidential and will not be contacted until later in the process and only after seeking and receiving specific permission from the candidate.