



PRESIDENT SEARCH PROSPECTUS

WAUKESHA, WI
Q1 2027



616
STUDENTS



STUDENT-TO-FACULTY
RATIO



40 AP/IB/CE
COURSES



87 FACULTY
& STAFF



77 YRS OF CATHOLIC
EDUCATION



RECEIVE TUITION
ASSISTANCE



116 STATE
TITLES WON



ANNUAL
FUNDRAISING



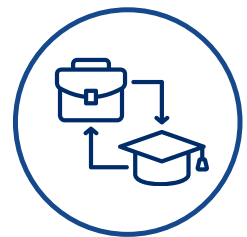
CMH
ALUMNI



'25 SCHOLARSHIPS
EARNED



CONSOLIDATED
OPERATING BUDGET



ROBUST INTERNSHIP
PROGRAM



SCHOOL OVERVIEW

Catholic Memorial High School was founded by the parishioners of St. Joseph Parish in 1949. The school stands as a living memorial to 29 young men who gave their lives for their country. CMH is a college preparatory high school recognized for providing an outstanding and inspiring student experience that is rooted in the Catholic faith, emphasizing academic rigor matched by strong student support. The school guides students to work to their highest, God-given potential. Catholic Memorial prepares them for post-secondary education and to become leaders who serve the Church and the world.

MISSION

At Catholic Memorial High School, we educate students as individuals, intellectually and spiritually. We guide students to work to their highest, God-given potential. We prepare them for post-secondary education and to become leaders who serve the Church and the world.

CORE VALUES

Memorial, Faith, Trust, Respect, Inclusiveness, Professionalism,
Excellence, Caritas In Omnibus

CATHOLIC IDENTITY

At Catholic Memorial High School, the Catholic faith is at the center of everything. Each school day begins and ends with prayer, inspiring young people to learn and grow in their faith. Faculty teach students how to work for what they believe in and coach them on how to live an ethical life, encouraging their strength and confidence to do what's right. The school year provides multiple ways to experience faith through the sacraments—including All School Mass, Chapel Mass, reconciliation, retreats, and adoration.

CMH offers a vibrant Campus Ministry Department focused on the faith formation of students, faculty, and staff. CMH is committed to the formation of the whole person and provides a variety of ways to nurture the faith and spirituality of the community. Through Campus Ministry, students put their faith into action by participating in the Pro-Life Club, service projects, international outreach, Operation Michael, and liturgical celebrations.



ACADEMICS

Catholic Memorial High School is renowned for its rigorous curriculum and breadth of academic offerings that are deeply rooted in the Roman Catholic faith. CMH has been an International Baccalaureate World School for 20 years, offering both the Career Path and Diploma Programs. The IB course of study is regarded as the gold standard of college preparation for elite colleges and universities in the United States and in Europe.

CMH has award-winning programs in Project Lead the Way (PLTW). The school currently offers full PLTW strands in Engineering, Biomedical Sciences, and Computer Science. For nine consecutive years, CMH has been recognized as a PLTW Distinguished School. CMH has also been a multiple-time winner of the prestigious 'Stemmy' Award. This award is presented by STEM Forward and recognizes organizations that make significant contributions to STEM education and outreach in Southeastern Wisconsin. In 2025, CMH received the Advanced Placement Computer Female Diversity Award, recognizing the school for expanding young women's access to STEM curricula.

Catholic Memorial currently offers ten Advanced Placement (AP) courses in many disciplines. Student enrollment in AP courses has doubled since 2022. CMH students also achieve a 92% pass rate in the International Baccalaureate (IB) program. CMH offers five dual-credit college courses through a partnership with Mount Mary University in Wauwatosa, Wisconsin. CMH is one of only two private high schools in Wisconsin to offer both IB and AP courses and has recently received Exemplary Recognition in Academic Excellence from the Archdiocese of Milwaukee.

The pinnacle of academic offerings is the Catholic Memorial Internship program, which provides 12th-grade students with real-world work experience in the fields of Engineering, Computer Science, Biomedical Science, Professional Studies, Educational Studies, and the Trades. Students perform roles in a field of their choosing in partnership with more than fifty local businesses. This hands-on experience equips graduates with practical skills that complement their academic learning and support their future career goals. This program is highly regarded and is the standard of excellence in balancing a challenging course load with hands-on work experience.





STUDENT LIFE

The Catholic Memorial High School experience reaches far beyond the classroom. Students are encouraged to expand their horizons through a variety of activities that promote intellectual, spiritual, and social growth. With over 100 clubs and activities, students are encouraged to engage in school, expand their friendships, demonstrate leadership skills, show school spirit, and give back to the community.

FINE ARTS

Students engaged in arts programming are four times more likely to be recognized for academic achievement. Catholic Memorial High School offers a dynamic and inclusive visual and performing arts program that encourages creativity, communication, and confidence. In the performing arts, students explore theater, music, and dance, developing skills that support success in any career path.

CMH's Kids Cast program allows over 60 elementary school students from southeastern Wisconsin to perform in the school's winter musical alongside high school performers, fostering early involvement in the arts. The visual arts program teaches students to interpret the world and express themselves through media such as drawing, design, and sculpture, while also fostering skills in observation, visual literacy, and creativity. Music is another strength at CMH, offering opportunities in band, jazz band, and small ensembles. Students participate in local and state honors ensembles and festivals, and many have earned recognition at district and state levels. The program's high caliber is reflected in its membership in the Wisconsin School Music Association's Exemplary Performance Recognition series.

STUDENT SERVICES

Catholic Memorial High School offers a comprehensive range of student services to ensure each individual receives the academic, personal, and spiritual support needed for success. Through small class sizes and strong teacher relationships, students are empowered with personalized assistance, including access to the Academic Resource Center (ARC), which provides a dedicated space for tutoring, collaboration, and skill development. CMH also participates in the Wisconsin Parental Choice Program (WPCP) and Special Needs Scholarship Program (SNSP). The school's Growth Plan for Students (GPS) program helps students set personal goals and reflect on their development across four key domains—spiritual, intellectual, social, and emotional—and provides a holistic framework that nurtures well-rounded, purpose-driven graduates.



ATHLETICS

Catholic Memorial High School is widely recognized across Wisconsin for its outstanding athletic program, having earned 116 state titles and numerous conference championships across a variety of WIAA sports. The school fosters a culture of excellence where student-athletes thrive, and CMH routinely outpaces the national average for graduates who go on to compete at the collegiate level. CMH offers inclusive athletic opportunities with both cut and no-cut team options in sports such as football, soccer, volleyball, basketball, hockey, baseball, rugby, and more, for both boys and girls across fall, winter, and spring seasons.

In addition to high school sports, the Junior Crusaders program introduces elementary and middle school students to CMH athletics, providing early access to coaching and development in sports like football, basketball, poms, volleyball, and wrestling. CMH students also have opportunities to develop their leadership and coaching skills.

ABOUT THE CAMPUS

Located in the safe, suburban setting of Waukesha, Wisconsin, the campus sits on 30 acres. The school building includes two gyms, an auditorium, chapel, multiple locker rooms, classrooms, a weight room, the Academic Resource Center, and an outdoor turf field and track. The school has undergone significant campus improvements, including a new front entrance and Welcome Area, a renovated chapel, a state-of-the-art Innovation Wing, and theater renovations. During the summer of 2025, the primary gym underwent further renovations, including the installation of new bleachers. Additionally, the school is undertaking a three-year upgrade to 25 classrooms.

In 2022, the school purchased an additional campus location, the Sullivan Campus. The campus was renovated in 2024–2025 to include three new state-of-the-art turf fields for baseball, softball, and soccer. The Sullivan Campus is home to CMH varsity teams and junior sports programs. It is also home to protected wetlands that are used by CMH science classes for hands-on learning experiences and experiments.



SULLIVAN CAMPUS



THE POSITION

The President serves as the Chief Administrative Officer of Catholic Memorial High School of Waukesha, Inc. (CMH). The President is the leader of the school brand grounded in the Catholic identity of CMH. The President is directly accountable for the business and financial affairs of CMH, including strategic planning and execution, fundraising, prospective and current parent engagement, advocacy, and community relations. The President is accountable to the school's Board of Directors, who act on behalf of the Archbishop of Milwaukee in matters pertaining to the school. The President oversees a senior leadership team and others who shall assist in the successful operation of the school. The ability to manage multiple priorities simultaneously is required for this role. The President shall hire the Senior Leadership Team members. The Senior Leadership Team shall be accountable to the President and, through the President to the Board of Directors, to develop and execute the strategic plan.



ESSENTIAL DUTIES & RESPONSIBILITIES

Catholic Identity & Mission

- Promote Catholic identity and the CMH Mission, Vision, and Values in conjunction with the Principal and other administrative team members.
- Advocate for and promote the value of Catholic education.
- Establish and implement strategies for working effectively with supporting parishes.

Strategic Planning & Governance

- Ensure operations of the school align with approved school bylaws and board policy manual.
- Demonstrate a vision for the future of the school, inspiring the community and ensuring the Catholic faith formation and academic success of students.
- Make data-driven decisions pertaining to the long-term growth and sustainability of Catholic Memorial High School and Catholic Memorial Athletics LLC (Sullivan Campus).
- Facilitate the strategic planning process with the Board of Directors, school leadership, and broader CMH community.
- Execute the approved strategic plan and report to the Board of Directors on key deliverables.
- Hold school leadership accountable for performance in accordance with the Strategic Plan and other agreed-upon plans.
- Prepare for all board meetings and board reports in cooperation with the Board Chair, ensuring effective oversight of operations and strategic plan priorities.
- Identify and recruit a pipeline of board committee members and Board members in collaboration with the Governance Committee and Executive Committee of the Board of Directors.
- Ensure direct reports are prepared for all committee meetings of the Board of Directors.
- Perform other duties and tasks as reasonably assigned by the Board of Directors.



Advancement

- Dedicate 50% or more of time to advancement and fundraising activities.
- Routinely evaluate the Development function and determine whether the people, processes, and infrastructure best meet the needs of CMH.
- Ensure effective strategies for growth in the school's endowment, planned giving, annual, campaign, capital needs and program priorities. Provide oversight of the development team for execution of these plans.
- Identify benchmarks for CMH's fundraising goals and financial needs, and then determine fundraising objectives.
- Meet with existing and potential major donors and build the donor base.
- Ensure systems are in place for effective and efficient donor stewardship.

Financial Planning and Management

- Develop annual operating and capital budgets in conjunction with the board of directors, CFO and senior leadership of the school. Operate within the budget.
- Routinely evaluate the finance function and determine whether the people, processes, and infrastructure best meet the needs of CMH.
- Develop objectives and action plans for the department and hold department members accountable for performance under those plans.
- Maintain a keen understanding of all financial affairs of Catholic Memorial High School and Catholic Memorial Athletics LLC, of which CMH is the sole member. Execute a plan to deliver revenue and expense expectations within the budget established by the board of directors.
- Meet all financial standards established by the BOD or the Finance Committee
- Understand the financial responsibility and the impact of the Wisconsin Parental Choice Program and the Special Needs Scholarship Fund on the finances of the school.
- Ensure effective and comprehensive oversight of the scholarship and tuition assistance process of the school, ensuring access to the school.



Marketing, Community Engagement, and Advocacy

- Routinely evaluate the marketing and public relations function and determine whether the people, processes, and infrastructure best meet the needs of CMH.
- In collaboration with the board of directors and senior leaders, develop objectives and action plans to inspire current and prospective parent engagement and enrollment growth for the school.
- Promote the value of Catholic education available at CMH.
- Execute public relations and marketing initiatives.
- Lead crisis communications and the management of sensitive information involving students and families.
- Serve as the point of contact for public policy priorities and legal matters and collaboration with Catholic School leaders in the Archdiocese of Milwaukee.
- Represent CMH in official, ceremonial and public circles and at major fundraising, recruitment, public relations and alumni activities.
- In collaboration with school leaders, work to grow program engagement by the community.
- Build the CMH brand through community engagement and advocacy.

Support for Leadership Team and School

- Oversee all senior leaders of the school, including the Principal, and ensure that each establishes goals, objectives, and action plans that meet the needs of CMH.
- Build relationships and mutual support with all Senior Leaders and the members of the Leadership Group.
- Understand the actions and activities of the school so as to be knowledgeable when communicating with outsiders and know how to direct inquiries related to school matters.
- Support direct reports in their work to accomplish key responsibilities and deliverables.



QUALIFICATIONS

Education, Training, Experience

- Practicing Roman Catholic with passion for Catholic education
- Bachelor's degree required; MBA preferred
- 10 or more years of management experience
- A current Wisconsin driver's license, access to a car and willingness to travel locally and as required to donor meetings around the country.

Position Specifications and Requirements

- Strategic mindset with the ability to anticipate future possibilities and translate them into breakthrough strategies for CMH.
- Demonstrates a strong Catholic identity in every action taken.
- Ability to effectively manage multiple competing priorities.
- Instills trust, gaining the confidence and trust of others through honesty, integrity, and authenticity.
- Builds partnerships by working collaboratively with others to meet CMH strategic objectives.
- Effectively builds formal and informal relationship networks inside and outside the organization.
- Develops and engages the leadership team by creating a climate where people are motivated to do their best to help the organization achieve its objectives.
- Strong verbal and written communication skills.
- Financial acumen and ability to understand all financial aspects of the business.

Work Environment & Physical Requirements

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position profile and key accountabilities reflect the general details necessary to describe the primary functions of the position of President of Catholic Memorial High School and should not be construed as a detailed description of all the work requirements that may be inherent in the position.



ABOUT THE AREA

Running along the Fox River and just 20 miles west of Milwaukee, Waukesha is a vibrant, family-friendly city known for its strong sense of community, historic architecture, and natural surroundings. Its walkable downtown features locally owned shops, restaurants, coffeehouses, cultural attractions, and seasonal festivals. Residents also enjoy more than 1,000 acres of public parks and trails, including the Fox River Trail and Frame Park, as well as performing arts venues and community programming.

While Catholic Memorial is located specifically in the heart of Waukesha, its reach extends well beyond the city, serving students and families across a nine-county area in southeastern Wisconsin. CMH draws together a broad regional community united by a commitment to Catholic education while offering convenient access to the cultural, professional, educational, and recreational opportunities of the greater Milwaukee region.

Catholic Memorial is part of the Archdiocese of Milwaukee, one of the largest and most active Catholic archdioceses in the country. With over 190 parishes, dozens of Catholic schools, and a wide range of ministries, the Archdiocese provides a strong foundation for Catholic education and community life, with a commitment to academic excellence, faith formation, and service reflected throughout its schools, parishes, and institutions. Together, Waukesha and the greater southeastern Wisconsin region provide an attractive environment for the students, families, faculty, and staff who make up the Catholic Memorial community.



Application Procedure

To apply, please submit the following materials in a single PDF attachment. Name the file attachment using the following template: LAST NAME, CMH, PRESIDENT

- Cover letter that aligns your experiences and skills with the school's current needs as you understand them.
- Current resume with all appropriate dates included.
- Statement of Catholic educational leadership philosophy.
- List of five references with names, physical addresses, phone numbers, and email addresses. (No references will be contacted without your knowledge and approval.)

 **APPLY NOW**



Interested in this opportunity? Contact:

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