



NOTRE DAME ACADEMY

CREATING WOMEN OF VISION

Toledo, Ohio

President

Search Prospectus

July 2027

 **Partners in Mission**
Search Solutions



**546
STUDENTS**



**11:1 STUDENT-TO-
FACULTY RATIO**



**95 FACULTY
& STAFF**



**70% FACULTY W/
ADVANCED DEGREES**



**\$8.7M ANNUAL
OPERATING BUDGET**



**\$1.35M FINANCIAL
AID AWARDED**



**\$240K SGO
ENDOWMENT**



**11 VARSITY
SPORTS**



**9,434 ALUMNAE
NETWORK**



**\$21M SCHOLARSHIPS
AWARDED TO CLASS OF 2025**



**30+ CLUBS &
PROGRAMS**



**20+ CAMPUS
ACRES**



Mission Statement

Notre Dame Academy, a Catholic college preparatory school for young women, educates in the tradition, vision, and principles of the Sisters of Notre Dame. We empower students to be intellectually curious, passionately faith-filled, and socially responsible servant leaders.

Vision

In the spirit of the Gospel, we foster globally minded women of vision who are BOLD, BRILLIANT, BEAUTIFUL, and BLESSED.

Catholic Identity

Rooted in the charism of the Sisters of Notre Dame, Catholic life at Notre Dame Academy invites young women in grades 6–12 to grow as faith-filled leaders grounded in the goodness of God and the call to serve others. Through Campus Ministry, students develop a strong moral compass, a deep sense of belonging, and an authentic relationship with Jesus Christ, expressed through liturgies, prayer, retreats, service, and mission experiences.

Faith at NDA is not confined to a single program, but woven throughout the entire student experience—shaping hearts, guiding decisions, and forming women who are intellectually curious, passionately faith-filled, and socially responsible servant leaders. All students at NDA complete a minimum of 70 hours of community service. Just as the Sisters of Notre Dame proclaim God’s goodness in all things, students are encouraged to recognize God’s presence in their daily lives and respond with joy, compassion, and purpose.

Academics

Academics at Notre Dame Academy are designed to challenge and inspire young women through a rigorous, college-preparatory curriculum that emphasizes critical thinking, inquiry, and intellectual curiosity. As the only International Baccalaureate Diploma Programme World School in Northwest Ohio, NDA offers a distinctive blend of IB, honors, AP, and other college-credit opportunities, allowing students to pursue multiple pathways to academic excellence. A student-centered block schedule encourages deeper learning and exploration across disciplines, while strong academic support systems ensure that every student is both challenged and supported in reaching her full potential.



Fine Arts

The Arts at Notre Dame Academy are a vibrant and essential part of student life, nurturing creativity, confidence, and artistic excellence through a wide range of opportunities in theatre, visual arts, music, voice, and speech and debate. Students are encouraged to explore and develop their talents both on stage and behind the scenes, with leadership roles in performance, production, and design. With distinctive offerings such as full-scale theatrical productions in an on-campus 800+ seat performing arts center and opportunities for national and international performance, NDA empowers students to express themselves, collaborate meaningfully, and grow as confident, creative young women.



Athletics

Athletics at Notre Dame Academy are an integral part of the student experience, fostering teamwork, discipline, and leadership while promoting physical well-being and school spirit. Competing in the Catholic High School League (CHSL)—one of the largest Catholic athletic leagues in the country—NDA offers a wide range of varsity sports, including cross country, track, basketball, soccer, volleyball, tennis, lacrosse, softball, and more, along with diverse club opportunities such as rowing, dance, and equestrian.

Grounded in the school's Catholic mission, NDA integrates faith into athletics through the SportsLeader program, emphasizing virtue, character formation, and servant leadership alongside competition. With more than half of students participating in at least one sport, athletics at NDA not only build strong athletes, but confident young women who lead with integrity both on and off the field.



Job Overview

The President of Notre Dame Academy serves the mission of Notre Dame Academy as the Chief Executive Officer of the school. The President reports to the Notre Dame Academy Board of Trustees. He/She exercises leadership and administration in a manner set forth in the school's mission statement and philosophy, and in keeping with the educational heritage and charism of the Sisters of Notre Dame. The President is appointed by the Provincial Superior of the Sisters of Notre Dame based upon recommendation by the Notre Dame Academy Board of Trustees.



Essential Duties

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Mission

- Provides for the growth of faculty, staff, students, and parents, and the Board of Trustees in the mission of Notre Dame Academy and according to the charism of the Sisters of Notre Dame
- Demonstrates spiritual leadership by calling the school community to participation in the faith life of the Church and school, and personally modeling this participation as well as the Gospel values of forgiveness, acceptance, and charity
- As the primary spokesperson for the school, articulates the mission and vision of the school and evaluates its implementation as a ministry of the Sisters of Notre Dame
- As the primary liaison to the SND USA National Ministry Corporation Board (NMCB), the President provides information in a timely manner as scheduled by the NMCB. These documents include SND Assessment, Annual Report, NDA's Review, Board Formation and other information as requested



Institutional Advancement

- Collaborates with the Vice President of Advancement and the Advancement Office in regard to personnel, major gift solicitation, fundraising activities, capital campaign, alumnae relations
- Oversees the development and implementation of a strategic plan to secure the future of Notre Dame Academy

Administrative

- Serves as an ex-officio member of the Notre Dame Academy Board of Trustees and determines the agenda in consultation with the Chairperson of the Board of Trustees
- Convenes and facilitates regular meetings with the Leadership Team: Principal, Chief Financial Officer, Vice President of Advancement, Dean of Students, Senior Director of Advancement and Communications, Dean of Academics, and Athletic Director
- Serves as the final appeal on employment issues at the local level
- Hires, supervises, evaluates and has the authority to dismiss the Vice President of Advancement, Chief Financial Officer, and Principal
- Collaborates, when necessary, with the non-academic Department heads in the hiring, supervision, evaluation and, if necessary, dismissal of support personnel
- Convenes and facilitates regular meetings with the principal and other Department Heads
- In collaboration with the Advancement Office, promotes Alumnae outreach and relations
- Collaborates as necessary with the Senior Director of Advancement and Communications on all major written and oral communications with external and internal constituents, including the *Women of Vision*, annual report, web site postings and media releases



Finances

- Supervises and meets regularly with the Chief Financial Officer who helps prepare and administer the school budget; exercises budgetary control through the principal in cooperation with the Chief Financial Officer and the Finance Committee; ensures the financial stability of current operation; authorizes capital improvements and expenditures up to \$25,000
- In collaboration with the Finance Committee, recommends to the Board the annual tuition and salary scales, and oversees the disbursement of scholarships, grants and tuition assistance awards
- Explores and implements ways to secure the long-term financial stability of the school

Buildings and Maintenance

- Responsible for oversight of major construction of new facilities, reallocation of current physical space, grounds improvements and refurbishing existing buildings
- Collaborates with the Chief Financial Officer in overseeing and evaluating the work of the Director of Buildings and Grounds



Professional & Personal Qualifications

- Bachelors' and Masters' degrees in Education or relevant field
- 3-5 years in school administration or applicable experience
- Practicing Roman Catholic
- Ability to represent the mission and charism of Notre Dame Academy and the Sisters of Notre Dame in a positive and professional manner to the public
- Ability to supervise and evaluate employees
- Ability to coordinate and motivate a management team
- Well-developed written and verbal communication skills
- Demonstrated ability to fundraise
- Demonstrated computer skills with Office applications (Word, Excel, Power Point, spreadsheets, virtual meeting platforms, etc.)



An Ideal Candidate

- Mission-driven leader who authentically embodies and advances the Catholic, all-girls identity of Notre Dame Academy
- Inspiring presence who sets a positive tone and motivates students, faculty, staff, alumnae, and donors toward a shared vision
- Strategic and forward-thinking leader who can position NDA for long-term vitality in a changing educational landscape
- Relational and highly visible leader who is deeply engaged in the daily life of the school and broader community
- Natural ambassador and storyteller who compellingly communicates NDA's value and differentiates it in the marketplace
- Enrollment-minded leader who understands how to attract, retain, and support mission-fit students and families
- Relationship-centered fundraiser who builds trust and cultivates long-term philanthropic support
- Collaborative leader who empowers others, builds strong teams, and fosters alignment across leadership, faculty, and staff
- Thoughtful decision-maker who balances innovation with respect for tradition and institutional culture
- Committed, steady leader who seeks to invest in NDA for the long term and build lasting impact



Opportunities & Challenges

- Grow and stabilize enrollment across grades 6–12, with a strong and sustainable pipeline beginning in the 6th grade and improved retention through graduation
- Clearly define, strengthen, and communicate NDA's identity to position the school as a leading choice for girls and families in a competitive market
- Develop and execute an integrated marketing, admissions, and communications strategy that increases visibility, engagement, and enrollment outcomes
- Preserve and deepen Catholic identity and the charism of the Sisters of Notre Dame through vibrant faith formation, traditions, and mission-centered leadership
- Advance a clear long-term vision for NDA and align strategy, staffing, and resources to support sustainable growth and excellence
- Strengthen academic and co-curricular excellence, ensuring a holistic student experience that supports intellectual, spiritual, and personal formation
- Build a strong culture of philanthropy by growing annual giving, major gifts, and endowment while deepening alumnae and donor engagement
- Ensure long-term financial sustainability through disciplined stewardship, strong financial leadership, and alignment of resources with strategic priorities
- Foster a visible, relational, and trust-centered leadership presence that engages students, faculty, families, alumnae, and the broader community
- Strengthen governance and leadership capacity by building an effective partnership with the Board and developing a high-performing senior leadership team



About the Area

Life in Toledo, Ohio offers a grounded and approachable quality of life shaped by affordability, strong neighborhoods, and a deep sense of community. Situated just west of Lake Erie, Toledo blends the accessibility of a mid-sized city with the feel of a close-knit town where relationships matter and many families have generational ties. The cost of living is notably reasonable, particularly in housing, and the pace of life is family-friendly and steady. Residents enjoy a nationally recognized Metroparks system, world-class zoo and art museum, a revitalized downtown waterfront, and convenient access to nearby cities such as Detroit and Cleveland. Toledo's character is defined by its blue-collar roots and civic pride, emphasizing stability, connection, and long-term investment in community life.

To be Catholic in Toledo is to experience a faith that is deeply rooted and visibly integrated into daily life. The Diocese of Toledo serves a large and active Catholic population, with parish life functioning as a central hub for worship, education, and community engagement. Parishes are often multi-generational and vibrant, offering sacramental life alongside traditions such as festivals, service initiatives, and youth programming that foster a strong sense of belonging. Catholic elementary and high schools are a significant and respected presence, forming an essential part of the region's identity and leadership pipeline. Rooted in a rich immigrant heritage, the Church in Toledo reflects enduring traditions while actively engaging efforts toward renewal, with a strong commitment to service through Catholic Charities and parish ministries.



Application Procedure

To apply, please submit the following four documents as separate PDF attachments.

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

 **APPLY NOW**



Interested in this opportunity? Contact:

Kyle Pietrantonio, Senior Partner

kpietrantonio@partnersinmission.com

Partners in Mission

(202) 390-0230

partnersinmission.com/search-and-recruitment