



OUR LADY OF MERCY

SCHOOL FOR YOUNG WOMEN

Grades 6-12

Director of Mission & Community Engagement

Search Prospectus

Rochester, New York

JANUARY 2026



**540
STUDENTS**



**17: AVERAGE
CLASS SIZE**



**CHARISM OF THE SISTERS
OF MERCY**



**100+ FACULTY &
STAFF**



**NEARLY 100 YEARS OF
CATHOLIC EDUCATION**



**\$31M SCHOLARSHIPS
CLASS OF 2024**



**AP ACCESS
AWARD**



**70% STUDENT
ATHLETES**



**30+ PARTNER VOLUNTEER
ORGANIZATIONS**



**99% COLLEGE
MATRICULATION**



**50+ CLUBS &
ACTIVITIES**



**14K+ ALUMNAE
NETWORK**



SCHOOL OVERVIEW

Our Lady of Mercy is an independent Catholic school for young women in grades 6–12 offering a college preparatory academic program. The school is a ministry of the Sisters of Mercy and was founded in 1928. Our Lady of Mercy School for Young Women is a member of Mercy Education, a system that unites and serves 54 schools around the globe, nurturing highly competent and deeply compassionate leaders.

At Mercy, faith, academics, and leadership combine to transform the students of today into the change agents of tomorrow. For nearly 100 years, Mercy has empowered young women to unleash their potential through a vigorous pursuit of knowledge, service to others, global perspectives, and leadership opportunities. This pursuit is guided by a commitment to the virtues of compelled by mercy, educational courage, inspired by faith, principled leadership, and a voice for dignity and respect.

Mercy students leave with a deep sense of wonder, a passion for service and the community, a love of learning, and an enthusiasm for the future. Mercy builds life-changing competence, confidence, and compassion that prepares and inspires young women to achieve the highest level of success in college, in career, and in the community.

MISSION STATEMENT

Our Lady of Mercy School for Young Women, a sponsored ministry of the Sisters of Mercy, is a Catholic institution devoted to holistic 6–12 education. We embrace students from diverse backgrounds and commit to being an equitable and inclusive community. We empower young women to strive for academic excellence and to develop as servant leaders, emphasizing social-emotional well-being and spiritual growth.



SISTERS OF MERCY OF THE AMERICAS CRITICAL CONCERNS & MERCY EDUCATION CORE VALUES

The Sisters of Mercy were founded out of a deep concern for persons who are poor. Today, that commitment is focused on five "critical concerns" that the Sisters of Mercy address through prayer; attention to personal, communal and institutional choices; education; advocacy with legislators and other government leaders; and corporate engagement.

A Mercy education is guided by the core values of Compelled by Mercy, Educational Courage, Inspired by Faith, Principled Leadership, and A Voice for Dignity and Respect. These ideals hold all members of the Mercy community to a high standard of excellence.





JOB DESCRIPTION

Reports to: Principal

Status: Full Time (11 months)

The Director of Mission & Community Engagement will join a collegial leadership team dedicated to advancing the school's mission and sustaining a welcoming culture. The Director will advance the Catholic identity and Mercy charism of the school; strengthen a culture of dignity, equity, inclusion, and belonging; and foster meaningful partnerships among students, families, faculty, alumnae, and the broader community. This position offers the opportunity to shape student formation and school culture in alignment with the values and educational vision of the Sisters of Mercy.

The Director of Mission & Community Engagement at Our Lady of Mercy School for Young Women will play a pivotal role in ensuring the full realization of the school's mission and culture, as a ministry of the Sisters of Mercy. The Director of Mission & Community Engagement works in partnership with the Instructional Leadership team, Campus Ministry, President, and all school constituencies to strategically advance a culture rooted in equity, diversity, inclusion and the Critical Concerns of the Sisters of Mercy. The Director is expected to demonstrate the Mercy charisms and acts as a role model of world class learning; promote the Mercy values, charisms, and critical concerns in all aspects of work; and ensure the mission of Our Lady of Mercy School for Young Women is upheld in all interactions within the Mercy community.



ESSENTIAL DUTIES & RESPONSIBILITIES

Mission Integration:

- Deeply understand and embody the mission, values, and traditions of Our Lady of Mercy School for Young Women
- Develop strategies to infuse the school's mission into all aspects of academic, co-curricular, and community life; lead initiatives to ensure alignment between the mission and daily practices within the school
- Promote and foster a culture committed to diversity, equity, inclusion, and belonging and ensure policies and procedures align with the school's mission, equity statement, and strategic plan
- Develop and deliver training and resources to support students, parents/guardians, faculty, staff, administration, alumnae, trustees, and the community-at-large to address systemic barriers and promote a culture of equity and inclusivity
- Participate in candidate interviews and selection processes, ensuring alignment with the school's mission and commitment to diversity, equity, inclusion and belonging
- Establish tools and processes to assess how effectively the school's programs, policies, and culture reflect the Mercy mission and identify opportunities for continued growth

Student Support and Community Engagement:

- Serve as a visible and accessible advocate for people, culture, and equity within the school community
- Facilitate dialogue and collaboration among diverse stakeholders to promote understanding and respect for different perspectives by facilitating forums and outreach events
- Establish partnerships with external organizations and resources to enhance community engagement effort
- Implement initiatives to promote a sense of belonging and inclusivity among students from diverse backgrounds
- Serve as a resource for students seeking support or guidance related to issues of identity, belonging, or inclusion

- Oversee the creation of safe spaces and affinity-based programming and services reflective of the school's Critical Concerns and Core Values
- Collaborate with the Communications team to highlight mission-driven stories that demonstrate how Mercy values come alive across campus life and the broader community
- Collaborate with the Director of Campus Ministry and Instructional Coach to design and lead mission-centered orientation and professional development for new and current employees to ensure all members understand and embody the Mercy mission in their roles
- Other duties as assigned



KEY OPPORTUNITIES FOR IMPACT

- Cooperatively with the Director of Campus Ministry, translate Mercy values into concrete practices across academics, student life, and operations; develop indicators to assess mission vitality and recommend continuous improvement
- Lead initiatives with hospitality and care so every student is known, respected, and supported
- Build simple, reliable practices that invite inclusion, open dialogue, and mutual respect
- Design and deliver orientation and ongoing professional development for faculty, staff, and students that deepen understanding of Catholic identity and Mercy tradition—and inspire the OLM community to live them joyfully
- Gather families, alumnae, and community partners around shared purpose. Foster constructive conversations and collaborations that move Mercy's mission forward
- Collaborate with marketing and communications staff to highlight mission-aligned programs, student growth, and the everyday stories that make Mercy distinctive



ATTRIBUTES OF A SUCCESSFUL CANDIDATE

- Unwavering commitment to the mission of Catholic education and the formation of young women in the Mercy charism
- Collaborative, communicative, and proactive leader who champions the Sisters of Mercy Critical Concerns
- Relationship-centered leadership grounded in integrity, respect, and professionalism, dedicated to fostering a diverse, equitable, and inclusive environment where every student feels supported
- Authentic bridge-builder who actively fosters connections within the community, nurturing a welcoming space for students, faculty, and staff
- Compassionate, culturally responsive, student-focused, and solutions-oriented leader who advances diversity across the Circle of Mercy—people, programs, and practices—affirming students' cultural identities, enriching the learning environment, and preparing Mercy girls to thrive as global citizens



PROFESSIONAL QUALIFICATIONS

- Master's degree in education, leadership, theology, social justice, or a related field (preferred)
- Minimum of 5 years of experience in education, with a demonstrated commitment to mission-driven leadership and diversity, equity, inclusion, and belonging initiatives
- Deep understanding of Catholic identity and values, as well as other faith traditions with the ability to integrate these beliefs into a diverse and inclusive educational environment
- Strong interpersonal skills and the ability to build relationships across diverse constituencies
- Experience facilitating training and workshops
- Excellent communication skills, both verbal and written
- Commitment to ongoing personal and professional development in areas related to mission, diversity, equity, inclusion, and belonging

Pay Range: \$64,000–\$73,000; annually. (Pay information will vary depending upon relevant experience for the position)

Our Lady of Mercy School for Young Women has a clear vision: to be a place where a diverse mix of talented people want to come, to stay, and do their best work. Helping us achieve this vision is our policy to provide equal employment opportunities to all applicants for employment, consistent with federal, state, and local laws. Accordingly, all applicants for employment are to be treated without regard to race, color, religion, sex, age, national origin or citizen status, disability, sexual orientation, marital or veteran's status, or any other status protected by law. This policy pertains to every aspect of an individual's relationship with the school, including but not limited to recruitment, selection, compensation, benefits, training, promotion, transfer, discipline, or termination.



COMMUNITY ENGAGEMENT

Rooted in the charism of the Sisters of Mercy and inspired by the example of Foundress Catherine McAuley, Mercy encourages every student to live out her faith through compassionate action and meaningful service. The school's Service and Service-Learning Program integrates volunteerism and reflection into the student experience, helping young women understand that leadership and learning extend beyond the classroom. Each week, students participate in service activities that connect them with the greater Rochester community, volunteering with local organizations such as Foodlink, Cameron Community Ministries, and Bethany House.

During middle school, Mercy students engage in "Ministry Days," where each grade spends a day serving the community together and reflecting on the experience as a class. This early emphasis on service helps form habits of empathy, teamwork, and social responsibility. To further support students, the school maintains a service database that connects them with local organizations in need of volunteers and hosts an annual Service and Volunteer Fair featuring more than thirty community partners. Even Mercy's athletic teams embrace this spirit of outreach through the "Call to Service Challenge," a day devoted to community service, and through reflective programs like "Sports Medicine for the Soul," which link teamwork and spirituality.

Community engagement at Mercy is not limited to acts of service—it is also deeply tied to the school's commitment to the Critical Concerns of the Sisters of Mercy. The mission calls students to become servant leaders who uphold the dignity of all people and work to remove barriers to opportunity. Through this integration of faith, service, and justice, Mercy ensures that students graduate not only academically prepared but also grounded in the values of compassion, courage, and social responsibility. In every dimension of school life, from the classroom to the playing field, Mercy students learn to put their faith into action and to see community engagement as a lifelong vocation.



ACADEMICS

Mercy's rigorous academic program develops the critical thinking, innovation, collaboration, and problem-solving skills needed to be successful in college, career, and beyond. Mercy is proud to have a 100% graduation rate, with all girls prepared to move on to the college or career path of their choice.

With a variety of courses in our Program of Studies, Mercy students pursue individual passions and interests in an academically engaging and challenging environment. Mercy girls consistently display strong academic achievement; in fact, average SAT/ACT scores for Mercy students are typically 10-15% higher than the national average.

Mercy graduates are required to complete at least one dual-credit or AP course during their studies. Mercy offers 29 different college credit and AP courses in Art, Business, Computer Science, English, Leadership, Mathematics, Science, Social Studies, Technology, and World Languages. In 2024, 86% of students (grades 10-12) enrolled in AP courses received a score of 3 or higher on an AP exam, helping to earn Mercy a top-level distinction of Platinum from the College Board with regards to its AP program.

Mercy also received the AP Access Award, a recognition for providing all students the chance to participate in AP courses, including students of underrepresented populations. With a focus on developing leadership skills, the Mercy Motto project is a service-learning Capstone project that each senior must complete prior to graduation. Students connect their talents, interests, and passions through a community-centered service initiative. With the support and guidance of a project advisor, each student researches a topic, implements an initiative, and presents the results to a panel of community members.



CO-CURRICULARS

Mercy is a vibrant community where a spirited sisterhood develops. Students participate in school traditions, clubs, sports, service activities, performing arts, and more. Students at Mercy have access to nearly 50 different clubs, which foster everything from academic challenges to creative expression, social justice, and wellness. These clubs help students build community, leadership skills, and lifelong friendships.



ATHLETICS

At Our Lady of Mercy School for Young Women in Rochester, athletics play a vital role in the student experience. More than 70% of the student body participates in athletics across over 30 team sports and club offerings, emphasizing fitness, teamwork, discipline and leadership.



SPIRITUAL LIFE

Inspired by the charism of the Sisters of Mercy, Mercy seeks to help students form and develop their individual spirituality. Campus Ministry guides students on their spiritual journey and supports the overall faith community of Mercy. Mercy is a Roman Catholic school, guided by the values of our Catholic identity, that proudly welcomes girls of all faiths and beliefs. By learning from one another, and celebrating both differences and shared values, we renew our commitment to our Catholic identity.

Mercy offers a variety of faith events throughout the school year. Eucharistic Liturgies are celebrated on all the major feast days when school is in session. Celebratory Mercy Liturgies include Golden Mass, Rose Mass, and May Day. Mercy begins each day with a student-led prayer; individual classes also begin or close with a prayer. The Theology department and Campus Ministry cooperate to organize student retreats at every grade level and provide pastoral care to the Mercy community.

Middle school students are invited to participate in monthly CMC (Campus Ministry Community) gatherings to share and grow their faith. High school students are able to join CMB (Campus Ministry Board). CMB members nurture their own spiritual growth through monthly faith-sharing small groups, act as liturgical ministers during school Masses, assist with morning prayer, and lead Campus Ministry projects such as Christmas Baskets and Mission Month fundraisers.



LIFE IN ROCHESTER, NEW YORK

Life in Rochester, New York, offers a rich blend of small-city charm, cultural depth, and a deep-rooted Catholic presence. Situated along the southern shore of Lake Ontario, Rochester is a city with a proud industrial past and a vibrant present. The city is known for being a hub for education, healthcare, and the arts, with a comfortable and accessible pace of life. Residents enjoy all four seasons, from snowy winters to beautiful autumns, and a thriving arts scene anchored by the Eastman School of Music, the Rochester Philharmonic Orchestra, and popular festivals like the Lilac Festival and the International Jazz Festival.

Catholic life in Rochester is woven into the fabric of the city. The Diocese of Rochester, established in 1868, serves a twelve-county region in western New York and encompasses a diverse Catholic community that reflects the area's history and growing cultural diversity. Parishes range from historic churches founded by Irish, Italian, and Polish immigrants to newer communities serving Latino, African, and refugee populations. More than eighty parishes offer a wide variety of spiritual experiences, from traditional liturgies and devotions to vibrant contemporary worship. Many are centers not only for prayer but also for outreach, hosting food drives, shelters, and programs for those in need.

Culturally and spiritually, Rochester's Catholics embody a faith that is compassionate, inclusive, and deeply engaged with the world. The community draws inspiration from Catholic social teaching, promoting justice, environmental stewardship, and care for the marginalized. The city's Catholic identity is perhaps best described as "Mercy in action," a living expression of faith that honors tradition while embracing change. To be Catholic in Rochester is to belong to a faith-filled and service-driven community that finds hope in living the Gospel every day, shaping not only the spiritual life of the city but also its civic heart.



Application Procedure

To apply, please submit the following four documents, confidentially, and 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 education 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:

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