



President

Search Prospectus

Baltimore, Maryland
July 2026



**250
STUDENTS**



**12:1 STUDENT-TO-
FACULTY RATIO**



**26 AP & DE
COURSES**



**13,000
ALUMNAE**



**87+ YEARS OF FRANCISCAN
CATHOLIC EDUCATION**



**STUDENT
DIVERSITY**



**\$16M CLASS OF 2025
SCHOLARSHIPS**



**12 VARSITY
SPORTS**



**COMMUNITY SERVICE
PROGRAM**



**100% COLLEGE
ACCEPTANCE**



**30+ CLUBS &
ORGANIZATIONS**



**VISUAL & PERFORMING
ARTS PROGRAM**



SCHOOL HISTORY

With the permission of the Most Reverend Michael J. Curley, Archbishop of Baltimore from 1921 to 1947, and through the efforts of Mother Mary Generosa McCafferty, Provincial Superior of the Sisters of St. Francis of Philadelphia, a new Catholic high school was erected during the period of 1938 to 1939. The property was known as the Raming Estate, located in northeast Baltimore on the west side of Edison Highway. The name of the institution as presented to the Archbishop read: "The Curley High School of Baltimore." Not wishing the school named after himself, Archbishop Curley substituted the word "Catholic" for "Curley," thus the title was incorporated.

Classes began in 1939, with a student body of 254 freshmen. The faculty consisted of the Sisters of St. Francis of Glen Riddle, Pennsylvania. The Class of 1943 had the responsibility and privilege of laying the foundation upon which Catholic High's traditions would rest.

Today, *The Catholic High School of Baltimore* continues its noble mission of educating the next generation of young women under the sponsorship of the Sisters of St. Francis of Philadelphia.



MISSION

Empowered by Gospel values and rooted in the spirit and tradition of Saints Francis and Clare of Assisi, *The Catholic High School of Baltimore*, a sponsored institution of the Sisters of St. Francis of Philadelphia, is dedicated to the education of young women in an environment that fosters Christian attitudes of dignity and respect for the human person and all of creation.

VISION

Rooted in Franciscan Values, *The Catholic High School of Baltimore* is a leader in providing quality educational programs for young women. The school community challenges its students to excellence through innovative academic programs, responsible leadership, Christian community service, and cutting-edge technology. Highly skilled staff ensures that the young women of The Catholic High School of Baltimore are empowered to live and share the Franciscan Values of reverence, integrity, service, excellence, and stewardship.

In our mission, we recognize that through education the empowerment of women can effect the transformation of our society. Therefore, we challenge our school community to academic excellence, to responsible leadership, and to Christian community service.



CATHOLIC IDENTITY

The Catholic identity of *The Catholic High School of Baltimore* is not superfluous; it is the very heart of the school. Empowered by Gospel values and rooted in the spirit and tradition of Saints Francis and Clare of Assisi, the school strives to form young women who live with dignity, respect, and a deep sense of service. From daily prayer and reflection in the “Prayer Corner” to curricular and extracurricular life infused with Catholic Christian values, the school ensures that faith shapes both the minds and characters of each student. More than teaching doctrine, Catholic High seeks to nurture a lived faith, one that animates the student community toward leadership, justice, and the transformation of society.

Catholic High empowers young women to let their light shine through the volunteer program. The Christian community service program is a yearly commitment and a prerequisite for advancement to the next grade level and graduation. Through action and reflection, Christian community service provides opportunities to build discipleship within the Catholic High community, the Greater Baltimore community, and the world. In the words of St. Francis, “Preach the Gospel at all times and when necessary use words.”



ACADEMICS

The President will support efforts that promote parent engagement and ensure that Catholic High's academic and co-curricular programs remain rooted in Catholic educational principles, contributing to the moral and spiritual formation of each student.

Academics at *The Catholic High School of Baltimore* are distinguished by a rigorous, values-based curriculum that meets students where they are, challenging them to think critically, grow in faith, and prepare for lives of leadership and service to others.

The Honors Program is designed to provide select students with challenging and rigorous academic courses. Students accepted into the Honors Program enroll in all honors level classes their freshmen year, can take Advanced Placement (AP) starting their sophomore year, and begin dual-enrollment courses their junior and senior year. This gives students the opportunity to earn college credit while at Catholic High and prepares them for their future beyond college.

The College Preparatory Program allows students to engage in diverse coursework that exceeds MSDE requirements, making students academically able and college-ready. The faculty of Catholic High is committed to preparing each student with enriched academic experiences that will prepare her for college and career in the future.

Law and Leadership in the Franciscan Tradition empowers young women to be active, engaged citizens, providing them with the academic experiences they need to successfully effect change in their local communities and beyond. This program encourages each student to thoughtfully encounter differing ideas and opinions and engage in civil discourse while cultivating writing, presentation, and communication skills. Students acquire leadership opportunities, extracurricular involvement, and real-world experiences in law.



The STEM Program enables students to begin an intense academic program in their freshman year with special emphasis in the areas of science, technology, engineering, and mathematics. With courses in Engineering, Biomedicine, and Sports Medicine, students have the opportunity to delve into their interests before transitioning to college. Catholic High's STEM Program Lead offers Engineering courses which include Design & Analysis and Bioengineering. In addition, Catholic High has a Medical Doctor on staff who teaches Biomedical courses such as Histology and Pathology, only offered at TCHS.

The McCafferty Visual and Performing Arts Program allows young women to concentrate in one specific area of the arts including Dance, Instrumental Music, Vocal Music, Visual Art, and Theatre. Students complete graduated levels of instruction in their particular discipline, build portfolios, participate in regional competitions, and will have opportunities for musical performances and art exhibitions.

The Archangel Program provides support for students who have encountered academic difficulties during elementary and middle school. The program offers small class sizes. Students in the Archangel Program will have a class built into their schedule freshman year dedicated to academic support. They will spend the first two years at Catholic High with the same class members learning note taking, study skills, and time management to better prepare them for Junior and Senior year, and College.



ATHLETICS

The philosophy of Catholic High's Athletic Department is:

- To represent *The Catholic High School of Baltimore* positively in interscholastic competition.
- To provide a program for good physical conditioning and training.
- To develop sportsmanship, athletic skills, and techniques, as well as to promote self-discipline, personal dedication, and determination.
- To promote and encourage young women to participate in interscholastic competition and benefit from the advantages athletic competition can provide.

CLUBS & ACTIVITIES

Student life at Catholic High is vibrant, varied, and deeply connected to its mission of forming young women in faith, leadership, and community. With more than 30 honor societies, clubs, and organizations, and the freedom for students to propose new ones, the school supports interests spanning from STEM (e.g. Sea Perch, VEX Robotics) and the arts (e.g. Canticles literary magazine, theatre, music) to service-oriented groups (e.g. Peer Ministry, Human Trafficking Cohort, Liturgical Ministers) and academic societies (e.g. National Honor Society, Mathletes, Mock Trial).

Through student government, extracurriculars, and leadership roles in clubs, students experience responsibility, collaboration, and purpose within the Catholic High community, learning to balance rigorous academics with meaningful engagement beyond the classroom.

ABOUT THE OPPORTUNITY

The President serves as the Chief Executive Officer, visionary leader, public representative, and pragmatic implementer of The Catholic High School of Baltimore (“the School”), an all-girls secondary institution rooted in the Franciscan tradition. The President champions and implements sound policies, practices, and procedures that sustain and advance the School’s mission while preserving and strengthening its Catholic and Franciscan identity.

The President is directly accountable to the Board of Trustees (“the Board”) and indirectly to the Members of The Catholic High School of Baltimore, Inc. (“the Corporation”) for the overall operation, mission fulfillment, and long-term sustainability of the School.

As the Chief Executive, the President serves as a visible role model for faculty, staff, and students—bearing ultimate responsibility for integrating faith and learning into the School’s culture, reputation, and direction.

The President provides strategic oversight of all non-academic operations and serves as the chief driver of institutional advancement, community engagement, and financial stewardship. This includes leadership of a comprehensive advancement program with a particular focus on development, enrollment management, fiscal sustainability, and stakeholder relationships.

In partnership with the Principal, the President ensures academic excellence, student achievement, and a transformative educational experience that challenges young women to reach their full potential. Together, they foster a learning environment that inspires leadership and service, cultivates independent thought, and reflects Franciscan values of respect, compassion, and care for all creation.

Leading an all-girls high school in an urban setting offers the opportunity to empower young women to lead with confidence, faith, and purpose. While the role carries challenges—such as ensuring sustainability, addressing diverse student needs, and navigating a competitive educational landscape—it also provides the chance to build a vibrant, inclusive community rooted in mission and excellence. The next President will be called to address stagnant enrollment while expanding funding sources and deepening community engagement. This leadership role demands vision, resilience, and a steadfast commitment to the lifelong value of an all-girls education.

ESSENTIAL DUTIES & RESPONSIBILITIES

The duties of the President are determined by the Board of Trustees, in accordance with the School's governing documents. Such duties include, but are not limited to, the following:

Mission & Leadership:

- Provide faith-centered leadership to all members of the School community, reflecting Catholic principles and the charism of the Sisters of St. Francis of Philadelphia.
- Collaborate with the administrative team to advance the mission and strengthen the School's Catholic and Franciscan identity.
- Refine and articulate the mission; develop and recruit to a consistent vision through strategic planning and goal-setting in partnership with the Board.
- Inspire and motivate a high-performing team that fosters a culture of collaboration, accountability, and compassion while modeling Franciscan values.
- Foster a vibrant, inclusive, and safe learning environment for all members of the School community.
- Delegate responsibilities effectively, establishing clear performance goals and expectations for direct reports.
- Recruit, retain, and shape an administrative staff, within the constraints of the School's organizational documents, to achieve these objectives.
- Directly supervise the Director of Enrollment, the Director of Facilities, the Director of Finance, the Director of Institutional Advancement, the Director of Mission, the President's Administrative Assistant, and the Principal.

Academic Excellence:

- Partner with the Principal to ensure excellence in faculty recruitment and development, student achievement, academic programs, and parent engagement.
- Collaborate with the Principal to maintain accreditation with AIMS, the Middle States Association of Colleges and Schools, the Maryland State Department of Education, and the Archdiocese of Baltimore.
- Serve as the final decision-maker regarding students with significant behavioral or academic concerns.





Institutional Advancement and Enrollment:

- Serve as the chief fundraiser, cultivating and maintaining major donors, securing endowment and grant support, and developing partnerships with businesses, corporations, and foundations.
- Strengthen the School's visibility and brand presence to ensure sustainable enrollment and philanthropic growth.
- Identify and prioritize capital campaign initiatives and develop strategies to achieve them.
- Lead the creation, implementation, and monitoring of a comprehensive fundraising plan with measurable goals, benchmarks, and deliverables.
- Deepen alumnae engagement through meaningful and sustained relationships that encourage participation in School initiatives and foster lifelong connection.
- Provide strategic direction and leadership for enrollment and admissions initiatives including tuition and financial aid strategies that balance accessibility with institutional sustainability.
- Leverage digital and media tools to enhance marketing, recruitment, and fundraising effectiveness.

Operational Excellence:

- Shepherd the budget planning process; present the annual budget for Board approval and monitor adherence to it.
- Supervise administrative team members by developing job descriptions, setting goals, addressing challenges, planning for short & long term needs, and conducting annual performance reviews.
- Maintain ultimate responsibility for all personnel matters, including hiring, evaluation, discipline, and compensation.
- Oversee the maintenance, safety, and preservation of the School's buildings, grounds, systems, and equipment, as well as all vendor and service relationships.
- Develop and implement plans to ensure a safe, secure, and well-maintained environment for students, faculty, staff, and visitors.



Governance

- Develop and maintain productive, transparent, and trusting relationships with the Board of Trustees to support the School's strategic plan and long-term goals.
- Serve as an ex officio member of the Board and all standing and ad hoc committees.
- Maintain regular, effective communication with the Board, providing reports on the School's health, strategic progress, key initiatives, and other matters as may be directed by the Board.
- Keep the Board informed of significant issues affecting the School's reputation, mission, or financial stability.
- Provide an annual State of the School report to the Board and Corporation.
- Collaborate with the Board on succession planning and leadership development.
- Participate in an annual performance evaluation conducted by the Board.

Community Outreach and Professional Development:

- Champion positive, collaborative relationships with the School's surrounding communities and the Archdiocese of Baltimore.
- Develop and sustain external partnerships with organizations, businesses, and institutions to provide internships, funding, and other academic and professional opportunities.
- Serve as the School's official spokesperson with the media and external audiences.
- Actively engage in professional associations and networks that promote Catholic and Franciscan education, support professional growth, and advance the School's mission.
- Engage personally with students, parents, alumnae, donors, parishes, partner schools, and other key stakeholders.
- Represent the School at events, functions, and in all contexts requiring the presence of the President.



DESIRED PERSONAL ATTRIBUTES

- Exemplary professional presence—compassionate, approachable, and grounded in respect and dignity—while upholding high standards of courtesy, formality, and mutual respect within the School community.
- Innovative thinker and creative problem-solver.
- A transformational and visionary leader who is both resilient and adaptable—capable of managing change effectively—while remaining decisive and principle-driven, even when faced with challenges or decisions that may be unpopular but are in the best interests of the School and its mission.
- Persuasive, articulate, and inspiring communicator who motivates and energizes others toward shared goals.
- Results-oriented and mission-focused.
- A decisive leader who leverages data and analysis to inform decisions while balancing evidence with intuition, experience, and conviction—particularly under complex or time-pressured circumstances. Above all, exercises independent judgment rather than defaulting to consensus.
- Capacity to synthesize information, establish clear priorities, and act with purpose and confidence.
- Ethical and values-driven, living a personal and professional life consistent with Catholic and Franciscan principles.
- Deeply conversant with, and committed to, the mission of the School; mindful of both the opportunities and challenges of leading an all-girls Catholic high school in an urban setting; and demonstrably invested in the tenets, traditions, and expectations of the School community, the Sisters of St. Francis of Philadelphia, and the Roman Catholic Church.
- Able to clearly and succinctly articulate what “success” for the School means, and demonstrates a strong sense of personal responsibility and accountability for its achievement.



QUALIFICATIONS

- Minimum of 10 years of institutional leadership experience, preferably at the executive level. Preference will be given to candidates with experience in Catholic institutions or mission-driven nonprofit organizations, particularly those comparable in scale and scope to the School.
- Demonstrated success in fundraising, donor and benefactor relationship-building, and advancing institutional development — including capital campaigns, major gifts, and community engagement.
- Experience in leading, shaping, and implementing strategic plans and long-term financial strategies aligned with mission and vision.
- Proven track record and working knowledge of best practices in enrollment management.
- Strong background and fluency in modern financing strategies, capital campaigns, complex budgeting (especially within nonprofit settings), grant development and management, and driving operational efficiency and effectiveness.
- Meaningful experience in legal and/or enterprise risk management, with the demonstrated ability to weigh both the commercial and risk implications of institutional decisions.
- Effective oral and written communication skills, with the ability to build relationships and inspire trust across diverse constituencies, including trustees, faculty, staff, parents, alumnae, donors, and community partners.
- Demonstrated success in building and strengthening high-performing Boards, fostering engagement, accountability, and clear division of roles and responsibilities.
- Sound executive judgment and integrity in decision-making.
- Valid driver's license.
- Bachelor's degree required; advanced degree preferred.
- Prior teaching experience not required.
- This position requires flexibility in scheduling, including occasional evening and weekend hours, to meet the needs of the school and its programs.

COMPENSATION & BENEFITS

The President will earn an annual salary in the range of \$195,000 – \$210,000. Catholic High offers a competitive compensation and benefit package including multiple medical plan options, dental, vision, 403(b), HSA, FSA, and sick leave, vacation and holidays.



ABOUT THE AREA

Living as a Catholic in Baltimore, Maryland offers a unique experience shaped by history, vibrant parish life, and a strong commitment to faith and service. As the first Catholic diocese in the United States and home to the Basilica of the National Shrine of the Assumption of the Blessed Virgin Mary, Baltimore holds a distinguished place in American Catholic history. Its many parishes and Catholic institutions foster a sense of community through liturgy, faith formation, education, and social outreach, while organizations such as Catholic Charities of Baltimore exemplify the Church's mission to serve those in need. The city's diverse Catholic population contributes to a rich cultural and spiritual life, blending longstanding traditions with revitalizing the Church today. Although the local Church faces modern challenges, it remains a center of evangelization, education, and service, offering the faithful a meaningful environment in which to live out one's faith.



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 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:

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