**Position Title:** *Director of Catholic Schools Collaborative*

**Reports to:** *Executive Director of Catholic Schools Foundation*

**Organization Description**

The Catholic Schools Foundation is a 501 (C) 3 charitable organization founded in 1983 to support students and families who wish their students to attend Catholic schools, but cannot afford to do so. CSF raises in excess of $8M annually and distributes a similar amount in the form of scholarships and program support to Catholic grade and high schools in the Archdiocese of Boston.

**Position Description:**

The Director of the Catholic Schools Collaborative (CSC) will manage the Catholic Schools Admission Collaborative (CSAC), including the Hispanic Recruitment Initiative (HRI) and New Immigrant Scholarship (NIS) Programs, and the Catholic Schools Development Collaborative (CSDC). The CSAC is a regional, community-based admissions program with the purpose of building enrollment, promoting neighborhood outreach, and supporting retention in select Catholic elementary schools in the Archdiocese of Boston. With a focus on Hispanic and new immigrant demographics, the CSAC develops a program that encourages and supports all interested families as they apply at a Catholic school within the program. The CSDC is a regional, community-based development program that focuses on cultivating donor pools, establishing community bonds, enriching alumni relationships, and solidifying institutionalized modes of solicitation by creating an established parent and leadership giving program.

**CSC Director Responsibilities:**

* Select groups of participating schools through an open application process;
* In collaboration with the school principals, hire, train and oversee Admissions Advocates in the CSAC program and Development Officers in the CSDC program;
* Create and implement a handbook of benchmarks and expectations for CSAC and CSDC employees as well as participating schools;
* Develop consistent metrics and reporting on program outreach and tracking;
* Identify areas for CSAC and CSDC expansion;
* Provide an annual report on the results of CSAC and CSDC efforts;
* Oversee allocation of HRI and NIS funds;
* Maintain the HRI/NIS program and identify areas for program growth;
* Act as a liaison for the Catholic Schools Foundation within the greater Boston community;
* Manage Advisory Committee of volunteers and board members to help guide programs;
* Promote and cultivate national partnerships and other collaborative opportunities;
* Promote new programs, such as Catholic School Sunday, for enrollment and marketing assistance.

***Required Skills:***

* Fluent in Spanish
* Background in education
* Strong familiarity with Catholic education