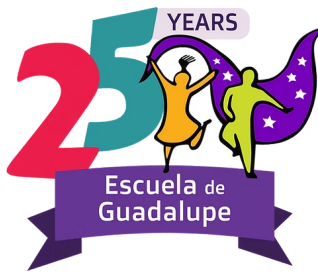




POSITION DESCRIPTION



DECEMBER 2024



PRESIDENT

Martin Coover

Founder & Managing Partner

Critical Mass Talent Solutions

M:+1-847-508-2061

E: marty@cmtalentsolutions.com

Lise Oxaal

Manager, Research & Recruiting

Critical Mass Talent Solutions

M:+1-573-268-1072

E: lise@cmtalentsolutions.com

Jayne Willie

Associate Partner

Critical Mass Talent Solutions

M:+1-303-974-5251

E: jayne@cmtalentsolutions.com

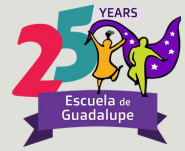
Yon Beckers

Associate Partner

Critical Mass Talent Solutions

M:+1-239-404-6422

E: yon@cmtalentsolutions.com



POSITION TITLE: PRESIDENT
REPORTS TO: BOARD OF TRUSTEES
LOCATION: DENVER, CO
COMPANY: ESCUELA DE GUADALUPE

OUR SCHOOL

Escuela de Guadalupe, an independent, Catholic, dual-language school, stands as a beacon of academic excellence and community transformation in Denver. With a proud history of nurturing young minds and fostering leadership, Escuela seeks a visionary President to lead the school into its next chapter following a remarkable 25 years of growth and impact.

Founded in 1999, Escuela de Guadalupe was born out of a commitment to address educational inequities faced by Latino students in the North Denver area. It was created by a partnership of Jesuits, the Sisters of Loretto, and local families, who envisioned a school where children could thrive academically and spiritually in an inclusive, bilingual environment. Escuela has since expanded its reach, growing from a small elementary school to a thriving Pre-K through 8th grade institution serving a diverse student body.

OUR MISSION AND IMPACT

Escuela de Guadalupe is dedicated to providing an academically rigorous, Catholic education in both English and Spanish, empowering students to become community leaders of tomorrow. Our dual-language approach is not just about learning two languages; it's about celebrating cultural diversity, fostering respect, and cultivating cognitive, social, emotional, and spiritual growth. By the end of 3rd grade, students achieve bilingual fluency, and by 5th grade, they reach biliteracy across all subjects.

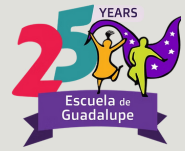
The results speak for themselves. Our students consistently excel in both language acquisition and academic achievement, with 93% gaining acceptance into their first-choice high schools. Additionally, a remarkable 97% of Escuela alumni graduate from high school, and most go to college, breaking demographic standards and empowering our graduates to become leaders and role models in their communities.

RECENT ACCREDITATION: A MARK OF EXCELLENCE

In 2024, Escuela de Guadalupe earned accreditation from the Association of Colorado Independent Schools (ACIS), offering objective proof of the school's commitment to providing a high-quality education. This prestigious recognition places Escuela among Colorado's most distinguished private institutions, further validating our academic rigor, strong leadership, and exceptional educational experience.

BUILT ON COMMUNITY AND CATHOLIC EDUCATION

At Escuela, education extends beyond the classroom. We are a close-knit community that values the diverse backgrounds of our students and families. The majority of our students identify as Latino, but our families come from 15 different countries, each bringing unique traditions and perspectives. While most of our families are Catholic, we embrace students from all faith backgrounds, creating an inclusive environment that celebrates both shared and distinct cultural experiences.



POSITION TITLE: PRESIDENT

COMPANY: ESCUELA DE GUADALUPE

PAGE 2

Our school culture is built around the principles of respect, responsibility, and kindness—Valores established by the students themselves. These core values guide our interactions and ensure that every member of the community feels valued, supported, and heard. Our students participate in faith formation activities, celebrate Mass, and prepare for sacraments, all while developing a deep understanding of Catholic social teachings that guide their actions toward peace and justice.

AN INVITATION FOR VISIONARY LEADERSHIP

Escuela is a place where both academic excellence and community values thrive, and we are seeking a President who shares our passion for empowering students to reach their fullest potential. If you are a visionary leader who can inspire others, champion educational equity, and build strong relationships with faculty, staff, students, families and donors, we invite you to join us in our mission to cultivate the next generation of community leaders.

THE OPPORTUNITY

The President is the chief executive and administrative officer of the school and is ultimately responsible for the distinctly Catholic and independent character of the school's philosophy and practice. The President's role is vital in providing inspiration, developing a common vision, and in preserving unity within the educational community.

As the leader of the school, the President has the responsibility, with the Board of Trustees, for planning and establishing policies, practices, and procedures that affect the school's ability to carry out its mission of education and formation. The President's leadership responsibility extends to the student body, faculty, and staff. The President is also the institutional spokesperson and will represent the school to internal and external community groups.

The President supervises and directs the Management Team consisting of the Principal, the Director of Finance, HR, & Business Operations, the Director of Philanthropy, the Director of Marketing, and the Director of Admissions & Financial Aid. The successful candidate will leverage the Management Team and the Board of Trustees to lead the school in development, implementation, maintenance, and monitoring of an exceptional program that supports and promotes the school's mission and values, placing special emphasis on both the financial health and long-term viability, and the religious and spiritual orientation, of the school.

The President reports directly to the Board of Trustees, who will be responsible for reviewing the position's performance annually.

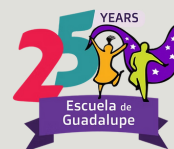
ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES

- Collaborates with the Principal and members of the Management Team to maintain a learning environment, faculty, and educational opportunities that are in the best interest of the students;
- Understands, communicates, and implements the fundamental values and beliefs of the school's mission and provides opportunities for the spiritual development of students, faculty, and staff;

POSITION TITLE: PRESIDENT

COMPANY: ESCUELA DE GUADALUPE

PAGE 3

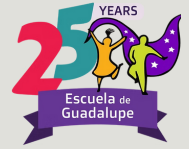


ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES (continued)

- Develops and oversees fundraising, marketing and communications plans; coordinates strategic and financial planning to ensure the long-term financial sustainability of the school; serves as primary contact with key donor prospects; engages trustees, volunteers and staff to participate in fundraising activities;
- Represents and communicates the mission, history, program, and philosophy of the school to its various stakeholder groups - including donors, partners, families, community leaders, and organizations;
- Oversees key relationships for Escuela de Guadalupe; including the Association of Colorado Independent Schools (ACIS); significant Jesuit apostolates in the Denver region, especially Arrupe Jesuit High School, Regis University, and Regis Jesuit High School; the Loretto Community and St. Mary's Academy; Presentation of Our Lady parish community and pastor; Office of Catholic Schools of the Archdiocese of Denver;
- Responsible for budget process and cash flow; ensures that the Schools' internal accounting system is appropriately managed; in cooperation with the Director of Finance, develops and implements faculty/staff salary plans and benefit packages; oversees scholarship process, endowments, financial reserves, tuition schedules/collection, debt collections, accounts receivable and payable, debt payments and banking relationships;
- Oversees facility management/repairs/renovations, equipment maintenance, safety/security plans and equipment, and facility/technology planning;
- Ensures that the school complies with all applicable state, federal, and local regulations; Oversees risk management and appropriate insurance coverages;
- Works with the Chair of the Board of Trustees to plan Board meetings, serves as ex-officio, nonvoting member of the Board and all of its committees;
- Hires, develops, and oversees the School's Management Team, including the Principal, development and marketing officers, financial manager, and other staff as needed.

REQUIRED EXPERIENCES & QUALIFICATIONS

- Practicing Catholic in good standing with the Catholic Church; Strong preference for experience with Loretto Community and/or Jesuit education;
- Demonstrated track record of successfully overseeing major gift and event-oriented fundraising programs, organizational financial management, and strong business acumen;
- Minimum of 10 years of professional experience with 5+ years in a leadership capacity within the education field; Relevant adjacent non-profit experience will be considered;
- Proven experience articulating and communicating the core mission of a values-based organization; Strong preference for passion and experience working in multicultural urban education, human service, or social justice organizations;
- The ability or demonstrated performance in overseeing and directing a multifaceted operation, including fundraising, public relations, facility maintenance and enhancement, and supervision of senior personnel;
- A commitment to self-reflection, continuous improvement, and openness to regularly discern with the Board of Trustees;
- Strategic planning experience and execution capabilities;
- Bachelor's degree required; Advanced degree preferred;
- Conversational or fluent Spanish a strong plus.



POSITION TITLE: PRESIDENT
COMPANY: ESCUELA DE GUADALUPE
PAGE 4

APPLICATION & COMPENSATION

- Escuela de Guadalupe will continue to accept applications for the role until the position has been filled, and encourages anyone that may be interested in the position to apply by contacting Martin Coover at marty@cmtalentsolutions.com. The role of President will have a start date in the summer of 2025 in advance of the 2025/2026 school year.
- The budgeted salary range for this position is \$130,000 to \$150,000 and will be commensurate with the experience level of the chosen candidate. Escuela is open to further discussion based on the candidate's experience and skill set if necessary and would encourage all interested and qualified applicants to apply.