



# Director of Advancement

SEARCH PROSPECTUS



## JSerra Catholic High School

SAN JUAN CAPISTRANO, CA

[WWW.JSERRA.ORG](http://WWW.JSERRA.ORG)

START DATE – FALL 2017

Partners in Mission School Leadership Search Solutions, LLC



## Mission Statement

J Serra is an independent Roman Catholic high school that encourages students to pursue personal and professional excellence in life. Guided by the teachings of the Catholic Church, we work in partnership with committed parents and inspirational teachers to form the faith, intellect, and character of our young men and women within a Christ-centered, sacrament-based learning environment.



## About the School

J Serra Catholic High School, located in beautiful San Juan Capistrano, California just minutes from the Pacific Ocean amidst a burgeoning demographic market, provides students in grades 9 through 12 with an exceptional education in a faith-based, character-building setting. Its focus is on academic excellence and personal formation in virtue guided by the rich traditions and beliefs of the Catholic Church. Prayer and worship serve an important role during each day. From daily Mass before school to an all-school weekly Mass each Wednesday, from dozens

of student retreats to frequent staff spiritual development, J Serra offers a warmly ecumenical approach and welcomes students of all faith backgrounds while passionately embracing its Catholic heritage. The school is blessed to have both Norbertine priests and Carmelite nuns serving on campus daily as chaplains and teachers. Current enrollment is approximately 1,200 and average class size is 17 to 24 students.



## Its History

Founded by a group of dedicated parents in 2003, the school has a lay, self-appointing Board of Directors that provides strategic direction for the school with a strong entrepreneurial spirit. Named after the recently canonized St. Junipero Serra, the school's mission aligns with that of its patron who devoted his life to promoting faith and education through his founding of many missions along the coast of California during the 18th century.

From the first class of 156 students in 2003, the dedicated staff and administration worked tirelessly to develop innovative and exceptional academic programs, including advanced placement (AP) and honors courses. Through positive word-of-mouth, enrollment quadrupled within the first three years.

By 2006, the impressive 29-acre athletics complex was completed with an Olympic-sized pool, artificial turf fields for safety and playability, and a state-of-the-art training center. Competition began within the Trinity League – one of the most competitive high school conferences in the nation.

Today, J Serra offers its students five acclaimed Professional Magnet Programs and online education options. Its excellent academic programs have nurtured and developed National Merit Scholarship winners and a Fulbright Scholar. Lion athletics have also produced numerous college and professional athletes. Most recently, Royce Lewis '17 was selected as the top pick in the Major League Baseball draft. The school is equally proud of its Trinity League, CIF and state championships – most notably its girl soccer team which finished last season as the top-ranked program in the country.

J Serra continues to thrive and grow as its students and alumni become leaders in their families, neighborhoods, churches and professional communities.

## FAST FACTS



18:1

student/teacher ratio

41%

faculty with advanced degrees

+80%

athletic participation rate

30%

students enrolled in Magnet Programs

80

hours of Christian Service required by graduation

10

annual retreats offered by Campus Ministry

## Faith & Character

At JSerra, administrators, faculty, and staff seek to foster spiritual formation and ongoing growth in personal character. The common goal is to fully integrate religious education and spiritual formation into every aspect of the academic and extracurricular environment. Deeply rooted in the Catholic tradition, JSerra guides its students' spiritual journey through prayer, a vibrant sacramental life, academic instruction in the faith, all-school liturgies, frequent retreats, and regular opportunities for community service.



In addition to dynamic, interactive classroom instruction that encourages students to develop their faith, JSerra offers a vibrant campus ministry program. Its young, highly-trained team provides retreats, one-on-one mentoring, and other opportunities for students to deepen their relationship with God and their friendships with one another.

Its two-fold aim is to support parents as the primary religious educators of their children and the parish as a dynamic wellspring of Catholic culture and life with the goal of each young person fully embracing his or her vocation in the Church. To that end, JSerra students are encouraged to participate in the communal, sacramental, and apostolic life of their local parish. The school community also offers:

- Daily morning Mass
- Campus Ministry Club
- Weekly all-school Mass
- Christian Service
- Weekly Eucharistic adoration
- Altar serving

## Intellect

JSerra's accredited academics are designed to prepare students for post-secondary education. As a college preparatory institution, the academics are rigorous and demand high standards. Students are expected to think critically in all of their classes, and extensive writing and reading assignments are integral to much of the curriculum. JSerra offers students 33 honors courses and 22 Advanced Placement courses.

The school also offers five professional magnet programs, including arts, business, engineering, law, and medicine. Ninety-nine percent of JSerra graduates continue their journey to higher education and have been awarded over \$44 million in grants and scholarships to universities and colleges worldwide.

Students have unique interests and experiences that shape their time at JSerra, but each one graduates prepared to flourish in his or her college pursuits. Attending schools such as the University of Notre Dame, Harvard, Duke, Stanford, UCLA, Georgetown, UC Berkeley, and MIT (to name a few), JSerra Lions are successfully and confidently facing the world before them.



Proposed new academic building dedicated to additional classroom space for the arts

## FAST FACTS



2400+  
alumni



30  
athletic titles at Trinity  
League, CIF, and State levels

22

AP Courses

33

Honors Courses

100%

graduation rate

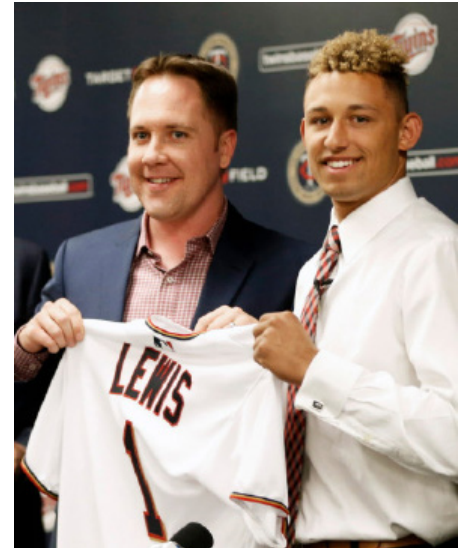
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dedicated campus ministers

## Extracurriculars

JSerra believes that extracurricular experiences play an integral role in the formation of a student's faith, intellect, and character. Students can choose to participate in over 20 sports that teach critical life lessons and skills such as discipline, cooperation and teamwork, time management, dedication, loyalty, and a proper work ethic.

In addition to sports, JSerra students are encouraged to explore the truth and beauty of God's creation by engaging in its visual or performing arts programs. Whether it's in front of or behind a camera, canvas, or curtain, students can satiate their creative desires in a number of ways. Some of the most popular activities among students are the improvisational comedy club, theatrical productions, choir, and after-school rock-band.



## The Position

JSerra Catholic High School is seeking an enthusiastic individual charged with creating the vision, mission, and strategy for the school's advancement initiatives. As a member of the senior leadership team, the successful candidate will be responsible for the generation and management of major gifts, annual giving, capital campaigns, endowments, alumni relations, record keeping, and event coordination.

The Director of Advancement reports directly to the President and works closely with the Board of Directors and other key volunteer leaders. Additional responsibilities of this exciting leadership opportunity include, but are not limited to the following:

- Strives for two-thirds of daily functions to be external actions such as fundraising, cultivating and maintaining relationships, increasing awareness of the school's mission, and recruiting friends, ambassadors, and donors for the school
- Ensures that philanthropy and advancement initiatives are carried out in a manner consistent with the values and mission of JSerra
- Creates a comprehensive development plan that identifies prospects, donors, and community partners in order to enhance the short and long-term funding base of the school
- Manages and broadens a robust major and planned gifts program for corporations, foundations, and alumni parents and students
- Assesses and mentors the advancement personnel to ensure that the organization is effectively structured and staffed with competent, mission-centric individuals



Proposed Grotto in honor of the Virgin Mary.

- Oversees performance measures, monitors results, and assists the President and the Board of Directors in evaluating the effectiveness of the school's advancement program
- Supports the Board of Directors in determining measures of accountability for its members and volunteers and helps to regularly evaluate their performance
- Oversees the design and maintenance of donor prospect records, gift tracking systems, and management reports
- Approves all fundraising activities of the school and coordinates a master calendar of these events



## Challenges and Opportunities

For nearly fifteen years, JSerra Catholic High School has been dedicated to its mission of forming the faith, intellect, and character of young men and women. While proud of and humbled by its accomplishments and growth, the school community recognizes that they have taken but the first steps in a long journey. Looking toward the future, school leadership sees tremendous opportunity to make JSerra one of the finest Catholic college preparatory schools in the country.

Beginning in 2015, school leadership recognized the need to set the school on course for an even brighter future. Accordingly, a feasibility study was conducted in which guidance was sought from dedicated school and community stakeholders anxious to become involved. From these efforts grew *Always Forward*, the first capital campaign in school history. This ambitious and visionary \$10 million campaign seeks to enhance all aspects of student life – academics, athletics, the arts, and, most importantly, the primacy of place that the Catholic faith has in the roots of the JSerra culture.

The next Director of Advancement will be expected to bring the energy, charisma, and best-in-class advancement skills necessary for this school community to build on its respected traditions while delivering excellence in a Christ-centered and faith-filled college preparatory environment.

## Desired Qualities and Characteristics

- Practicing Catholic in communion with the Church who is a faith-filled and Christ-centered servant leader that embraces, models, and champions the traditions and values of the JSerra Catholic High School community and the integral formation of students' faith, intellect, and character
  - Advanced degree in a business field preferred, with a minimum of five years of executive level experience in Advancement/Development with staff management, annual fund, major gifts, planned-giving, capital campaign, event planning, marketing, and public relations experience
  - Executive presence to inspire confidence, passion, and persistence amongst all stakeholders in an ambitious, fast-paced, and results-oriented period of organizational change



Future site of Performing Arts Center

CLASS OF  
**2016**



**\$22.5M**

in offered scholarships and grants



**25.0**

average ACT score



**1636**

average SAT score



**87%**

accepted into one of their top 3 schools

CLASS OF 2016 COLLEGE ACCEPTANCES

Arizona State University  
Auburn University  
+Ave Maria University  
Azusa Pacific University  
Baylor University  
Berklee College of Music  
Biola University  
Boise State University  
Bucknell University  
California Baptist University  
California Polytechnic State University,  
San Luis Obispo  
California State Polytechnic University,  
Pomona  
California State University, Channel  
Islands  
California State University, Fullerton  
California State University, Long Beach  
California State University, San Marcos  
Case Western Reserve University  
Chapman University  
College of Charleston  
+College of the Holy Cross  
Colorado College  
Colorado Mesa University  
Concordia University - Irvine  
Dartmouth College  
Drexel University  
Duke University  
Emory University  
Fashion Institute of Design and  
Merchandising, Los Angeles  
+Fordham University  
+Franciscan University of Steubenville  
Franklin and Marshall College  
Franklin University Switzerland  
George Fox University  
+Gonzaga University  
+Holy Cross College  
Indiana University at Bloomington  
Iowa State University  
Irvine Valley College  
+John Carroll University  
Louisiana State University  
+Loyola Marymount University  
Manhattan School of Music  
+Marymount California University  
Michigan State University  
Mills College  
Montana State University, Bozeman  
New York University  
Northern Arizona University  
Northwestern Preparatory School (CA)  
Oklahoma State University  
Orange Coast College  
Otis College of Art and Design  
Pace University, New York City  
Pepperdine University  
Pierce College  
Point Loma Nazarene University  
Pratt Institute  
Purdue University  
+Quincy University  
Relativity School  
Rochester Institute of Technology  
Rose-Hulman Institute of Technology

- Exceptional communication, interpersonal, and public speaking skills while serving as a highly visible member of the senior leadership team in building constructive relationships with all stakeholders that inspire crucial support across all school advancement initiatives
- Quantifiable success in the design, implementation, and management of effective cultivation, solicitation, and stewardship strategies at the individual, family, corporate, and foundation levels
- Highest degree of integrity, authenticity, and transparency, with impeccable attention to detail
- Positive, energetic, accessible and approachable style, with a willingness to relate to all stakeholders
- Strong leadership and team building skills with an aptitude for guiding and mentoring direct reports
- Expert knowledge of best-practices in the management of robust advancement processes and functions
- Demonstrated ability to plan and operate strategically, build public support, strengthen infrastructure, inspire staff and the Board of Directors, and to develop effective programs
- Skilled at identifying, attracting, developing, and retaining high-quality mission-driven advancement professionals and volunteers with a commitment and passion for achieving organizational goals
- Computer proficiency with proven knowledge of Raiser's Edge, Microsoft Office suite, and related departmental software platforms
- Fair, fun, and compassionate executive who embraces collaboration while leading with missionary zeal





Saddleback College  
 +Saint Mary's College of California  
 San Diego State University  
 San Francisco State University  
 San Jose State University  
 +Santa Clara University  
 School of Visual Arts  
 +Seattle University  
 +Seton Hall University  
 Southern Methodist University  
 +St. Edward's University  
 +St. Joseph's College - Brooklyn Campus  
 Stony Brook University  
 Syracuse University  
 Texas Christian University  
 The American University of Paris  
 The George Washington University  
 The New School - All Divisions  
 The University of Alabama  
 The University of Arizona  
 The University of Georgia  
 The University of Iowa  
 Trinity University  
 United States Air Force Academy  
 University of California, Berkeley  
 University of California, Davis  
 University of California, Irvine  
 University of California, Los Angeles  
 University of California, Riverside  
 University of California, San Diego  
 University of California, Santa Barbara  
 University of California, Santa Cruz  
 University of Colorado at Boulder  
 +University of Dallas  
 +University of Dayton  
 University of Delaware  
 University of Denver  
 University of Kansas  
 University of Northern Colorado  
 +University of Notre Dame  
 University of Oklahoma  
 University of Oregon  
 University of Pennsylvania  
 +University of Portland  
 University of Puget Sound  
 University of Redlands  
 +University of San Diego  
 +University of San Francisco  
 University of Southern California  
 University of the Arts London  
 University of Utah  
 University of Washington  
 +Villanova University  
 Virginia Commonwealth University  
 Washington State University  
 Washington University in St. Louis  
 Whittier College

+ Catholic College/University  
 Bold - Forbes Top 100

## Application Procedure

To apply, please submit the following materials as separate PDF attachments in one email to Michael Furey. Include JSerra Catholic High School in the subject line. All applicants will be treated with the highest degree of confidentiality.

- Cover letter that aligns your experiences and skills with the current needs of the school as you understand them.
- Essay (one-page) articulating ways in which JSerra's Mission and Philosophy Statements align with your own personal values while describing specific ways you anticipate supporting and advancing the school's mission.
- Current resume with all appropriate dates included.
- List of five references with names and relationships, physical addresses, phone numbers and email addresses. No references will be contacted without your knowledge and approval.



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Partners in Mission School Leadership Search Solutions is a division of Partners in Mission, the nation's leading full-service consulting firm focused exclusively on developing excellence in Catholic school advancement and leadership. Since 2008, our dedicated team of professionals have partnered with clients to advance their missions by providing comprehensive and effective solutions to address the challenges they face every day.

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