

ST. XAVIER

High School

— MEN FOR OTHERS —



Vice President of Operations Prospectus

St. Xavier High School's educational heritage stretches back to 1831. St. X is the Jesuit, Catholic high school in Cincinnati serving 1,400 young men from diverse backgrounds in an academically rigorous, college preparatory education.

St. Xavier High School is seeking a Vice President of Operations who will also be the school's Chief Financial Officer to assist the President and school leadership team with the overall operation of the school supporting the mission of educating young men in the rich tradition of the Jesuits.

The Vice President of Operations serves as the chief financial officer of the school, as well as the senior manager of various services and operations which support the mission of the school. The Vice President oversees the Business Office, 403 (b) Retirement Plan, Switchboard, Spirit Shop, Facilities, Information Technology, Human Resources, Maintenance departments, Housekeeping and Grounds.



Mission

To assist young men in their formation as leaders and Men for Others through rigorous college preparation in the Jesuit tradition.

Vision

At St. Xavier High School, a Catholic school in the Jesuit tradition, we are committed to being the rigorous college preparatory school in greater Cincinnati where exceptional boys from diverse backgrounds transform into academically accomplished *Men for Others* who are prepared to discern and successfully carry out God's plan for their lives and to serve as leaders in our rapidly changing world.

We Believe:

That rooted in the Gospel of Jesus Christ and the Spiritual Exercises of St. Ignatius, the school is an apostolic mission by:

- Naming Jesus Christ as the model for all human life
- Affirming the world as God's creation and therefore good, but in need of redemption
 - Recognizing family and community as a context for redemption
- Providing students with comprehensive instruction in Catholic beliefs and practice
- Providing students with opportunities for spiritual formation in the Catholic faith through participation in the sacraments, prayer, retreats, service and other spiritual programs.

Location

The greater Cincinnati region encompasses northern Kentucky, southeastern Indiana, parts of the Dayton area, and over 50 unique neighborhoods. Known as the Queen City, Cincinnati is home to Fortune 500 companies, nationally recognized hospitals, major colleges and universities, professional sports and a vibrant arts community.

A unique aspect of the city is the friendly and historic rivalry among high schools; in Cincinnati, if someone is asked where they went to school, the question almost always elicits a response about high school, not college.

For more details and information, visit :

www.thecincinnatiexperience.com

www.cincinnatiachamber.com

<https://www.cincinnati-oh.gov/cityofcincinnati/visitors/>

History

The Long Blue Line applies to more than 20,000 living St. Xavier High School alumni found all over the world. St. Xavier High School has passed through numerous stages in its 190-year history. The diocese of Cincinnati was only nine years old when Bishop Fenwick opened his school at Seventh and Sycamore Streets on October 17, 1831. He named the school the Athenaeum and placed it under the patronage of St. Francis Xavier. Eight years after Bishop Fenwick's death, Bishop Purcell persuaded the Jesuits to staff this school and in 1840 Fr. John A. Elet SJ opened St. Xavier College to 76 students.



The fledgling college underwent hard times in the 1850s but recovered after the Civil War and grew steadily. When the college moved to its present Avondale site in 1919, St. Xavier High School and Xavier University were separated physically; but it was only in 1934 that St. Xavier High School became completely independent.

In the 1940s and '50s it became more and more apparent that the buildings erected in the late 19th century would not be able to contain the growing enrollment, nor provide the type of facilities required for quality education. In 1954, Fr. John Benson SJ began to plan the "new" high school on North Bend Road. In 1960 the move from downtown to the current 110-acre campus in Finneytown was accomplished.

In the intervening years, the new St. Xavier has seen its share of improvements, alterations, and additions. A 400-seat chapel, updated facilities for science and technology, an expanded music suite, an intramural gym and wrestling room and improvements to the natatorium greeted the St. Xavier community when the 1999-2000 school year began. In August 2004 work was completed on a performance center, black box theater, visual arts studios and renovated administrative and classroom areas. A new wellness center and athletic team building were added near the track stadium in 2008, and new tennis courts in 2018.

Timothy Reilly '76 became the first lay president of St. Xavier High School in 2018. As the 41st president for the school, he will lead the school in planning for its 200th anniversary in 2031.

The Student Body

Students enrolled at St. Xavier reside in all areas of greater Cincinnati, including northern Kentucky and southeastern Indiana. The student body is approximately 73% Roman Catholic. The remaining 27% of students includes Christian denominations and the Jewish, Buddhist, Hindu, Mormon, and Muslim faiths.

Admission to St. Xavier is selective based upon potential, qualifying examinations and previous academic performance.

There is a 21% minority population in the school. More than 90 grade schools are represented within St. Xavier High School's student body.

Tuition for 2021-2022 is \$16,120; 42% of the students receive tuition assistance through St. Xavier's financial aid program. Last year students were awarded \$4,775,400 million dollars in financial aid.

Although it is not required, more than 90% of students participate in community service.

Educational Program

A total of 116 faculty members serve the students. Advanced degrees are possessed by 90%, including eight with doctoral degrees. Five teachers are Nationally Board Certified Teachers.

A student teacher ratio of 15:1 results in an average class size of 24. Over 200 different courses are taught each year.

Last spring, 91% of St. Xavier students who took AP exams in 26 subject areas scored with a passing rate (score 3 or higher).

The average composite ACT for the class of 2021 was 28.6.

Historically, 99% of graduates each year enter a four- year college or university program.

The Graduate at Graduation

Every facet of curriculum development at St. Xavier is guided by the "Grad at Grad," a foundational component of Jesuit education. When St. Xavier is successful in its educational mission, its graduating student will have certain definite qualities. Such a graduate will be: *Open to Growth, Intellectually Competent, Religious, Loving, Committed to Doing Justice.*

The Long Blue Line

St. Xavier alumni are often found at the highest levels of business, the professions and public service in Cincinnati and beyond. Hiring managers appreciate our graduates for their ethical values and critical thinking skills. These personal bonds of brotherhood are formed among classmates, and stretch across generations to last throughout life.



21%

Multicultural Population



90%

of students voluntarily participate
in community service.



\$4,775,400

in Tuition Assistance



28.6

ACT Composite Average

Spiritual Life

The entire St. Xavier staff ministers to students throughout the year in many ways; it is the task of the Campus Ministry Department to develop and coordinate certain specific student programs in which faculty & staff take leading roles. These programs involve a variety of experiences as seen through the lens of the Catholic Christian tradition and flavored by the Ignatian charism. These programs in turn allow our students to become aware that God is alive and active in their daily lives.

Through prayer, liturgies, Sacraments, retreats, faith sharing, pastoral counseling and peer ministry, students grow in this faith both as individuals and as a community. St. Xavier builds on values learned within the family by encouraging students to develop lifelong faith convictions and lasting relationships with God in and through God's people. [Click here](#) for more insight into Spiritual Life.



Fine Arts

St. Xavier's rich and vibrant Fine Arts program encompasses four major areas: music, visual arts, Theatre Xavier (TX) and a relatively new MakerSpace.

With an eye to the future of education, creativity, innovation, and manufacturing, St. Xavier's MakerSpace opened at the beginning of the 2017-18 school year. The purpose of the St. X MakerSpace is two-fold: to enable student-driven creation in response to broad instructional guidelines, and to encourage experimentation and foster creativity outside of the classroom.

St. Xavier's visual arts classes span subjects from drawing, painting, photography, sculpture, ceramics, 2D design, graphic design and more.

Students interested in music learn and explore their personal melodies through a variety of classes that include choir, band, music, AP music theory, guitar, strings and percussion ensemble. Additionally, a number of music clubs perform regularly, like the Chamber Blues, Jazz Band, and the St. X Marching Band.

Theatre Xavier puts on shows that push the limits of what can be done in theater at the high school level and, together with theatre classes, it allows students to learn every facet of bringing a live performance together. Lighting crews, sound design crews, stage design and construction crews, video design crews, musicians, and the actors are all either students or led by students.

For more information on Fine Arts at St. Xavier, [click here](#).

Athletics

The St. Xavier Bombers are part of the Ohio High School Athletic Association and compete at the Division I level. As members of the Greater Catholic League South, they compete against other local all-male Catholic schools including Elder, Moeller and LaSalle. Athletics include 17 interscholastic varsity teams. The Bombers have won the GCL South All-Sports trophy every year since 2008 and hold 74 OHSAA Team State Titles.

St. Xavier's athletic facilities include a 6,000-seat stadium with artificial turf; an eight-lane, all-weather track surrounding a second artificial turf field; an eight-lane swimming pool; twelve tennis courts; two baseball diamonds; two gymnasiums; locker rooms, a trainer's suite and strength and conditioning areas. [Click here](#) to learn more about Bomber Athletics.



Diversity Initiatives

St. Xavier is committed to valuing diversity among our students, administration, faculty and staff by respecting and celebrating unique backgrounds, experiences and perspectives. We embrace diversity as a core value, and continuously seek ways to learn, grow and transform. Treating everyone with dignity and respect is vitally important to our leadership. To learn more about St. X's commitment to diversity, [click here](#).



The Companion Scholars Program (CSP) is an academic enrichment program developed by St. Xavier High School for selected young men in the sixth, seventh and eighth grades from various Cincinnati area schools. The program has two components: The Year-Round program and the Summer program. Thirty-five students in the class of 2024 participated in CSP, representing the second largest number of participants enrolled in a school year. [Click here](#) to learn more about St. Xavier's Companion Scholars Program.

The Position: Vice President of Operations

As we approach St. Xavier's 200th anniversary, we seek a candidate to serve as the Vice President for Operations. The Vice President of Operations serves as the chief financial officer of the school, as well as the senior manager of various services and operations which support the mission of the school. The Vice President oversees the Business Office, 403 (b) Retirement Plan, Switchboard, Spirit Shop, Facilities, Information Technology, Human Resources, Maintenance departments, Housekeeping and Grounds.

The Vice President works closely with the school leadership, particularly the President, Principal and Vice President for Advancement, along with the Board of Trustees – especially the Finance, Investment, Executive, Facilities and 403 (B) committees. The Vice President is also the school liaison with external auditors and legal counsel.

As the Chief Financial Officer, the Vice President of Operations is responsible for a variety of activities such as billing and collecting of tuition and fees, payroll, accounting, budgeting, financial reporting and planning as well as cash management, payment of all financial obligations, and insurance. The VP serves as Treasurer of the Corporation and manages the long-term Bond and financing instruments, indenture covenant compliance and investment portfolio.

The VP represents the school to the Cincinnati Marlins, AVI Food Service, PCA parking lot lessee and neighborhood residents.

As Chief Operating Officer (COO) the ideal candidate will:

- Design, plan and implement business strategies, plans and procedures
- Set comprehensive goals for business growth and success
- Establish policies and procedures that promote company culture and vision
- Oversee daily operations and the work of business office, facilities, grounds and spirit shop leadership and personnel.
- Lead employees by example
- Be a motivator for other employees
- Analyze and interpret data and metrics
- Create reports for the management
- Take the lead in expansion activities
- Maintain relationships with partners and vendors



Candidate Qualifications and Skills

The Vice President of Operations/CFO shall be a person who is organized and well-rounded, a good listener and effective communicator who has the ability to collaborate with people throughout the organizational chart. The Vice President:

- Has at least a Bachelor's degree in a related discipline with a strong foundation in NFP accounting (CPA preferred).
- Has a minimum of five years general accounting experience and 10 years of experience in senior management.
- In-depth knowledge of different business functions such as HR, Finance, marketing etc.
- Good knowledge of data analysis and KPIs
- Familiarity IT/Business infrastructure
- Outstanding organizational and time management skills
- Excellent interpersonal and leadership skills
- Great communication and presentation skills
- Problem-solving mindset. Effectively manage team of accounting and finance professionals to achieve the desired goals
- Expert Excel skills
- Skill in strategic planning, budgeting and forecasting processes to lead teams in building complex models
- Ability to analyze and synthesize large amounts of data in order to identify and present meaningful observations and recommendations
- Excellent organizational and written and verbal communication skills with the ability to collaborate within a cross-functional team environment
- Skill in taking initiative, exercising sound judgment in problem-solving and decision making
- Skill in developing people and in building teams
- Demonstrated ability to assist in leading complex organizations
- Knowledge of management and organizational leadership principles and practices

Anticipated Search Timeline

Application Deadline: February 22, 2022 **Starting Date:** July 1, 2022

To discuss this opportunity in more detail, potential candidates may contact: Anthony Schad '81, Search Committee Chair, 513-618-3228 TSchad@stxavier.org

Application Requirements

Candidates should submit an application package to the Search Committee including the following:

- A current résumé and cover letter detailing interest and qualifications for the position
- The names, email addresses, and telephone numbers of at least three references. (We will obtain permission from candidates before contacting references.)
- Optional: Other supporting material (e.g., articles, speeches, or letters of recommendation) that would be useful to the Search Committee.

Application materials should be uploaded directly to the St. Xavier website by Tuesday, February 22, 2022:

<https://www.stxavier.org/about/employment-opportunities>. After an initial review of applicants, the Search Committee will interview semifinalist candidates. Finalists will be invited to the school for a more comprehensive series of interviews.



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Cincinnati, Ohio 45224



stxavier.org

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