

Position: Billings Catholic Schools President  
Location: Billings, Montana  
Closing Date: May 7, 2021, resumes received after this time may not be considered.  
Start Date: July 1, 2021  
Salary: Compensation is commensurate with experience and qualifications. The position carries a comprehensive benefits package.

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Billings Catholic School's (BCS) in Billings, Montana is searching for its next President. This position will begin July 1, 2021, following the retirement of BCS's current President.

Billings Catholic Schools offer an exceptional Catholic education founded on the beliefs and teachings of the Catholic church. As the largest Catholic School System in Montana, Billings Catholic Schools has a strong foundation of faith, family spirit, and academic excellence. With an enrollment of 1,000 students and a strong network of support from our families, parishes, Diocese, and community, BCS continues to grow; including a recently completed capital campaign and building of a state-of-the-art K-8 building.

BCS is looking for a President to provide growth-minded leadership to build on BCS's strengths, particularly the PK-12 model. Building on our past accomplishments and history, this President will focus on taking our system to an even higher level of success and will need strong experience in strategy development & implementation, finance, and school business processes.

**General Description:**

The President is the chief executive officer of Billings Catholic Schools ("BCS"). In that capacity, the President provides executive leadership directing the operations of BCS consistent with BCS's mission and Catholic identity.

The President's responsibilities include oversight of business operations; finance; marketing and enrollment; public relations; strategic planning and implementation; fundraising; supervision of school principals and administrative staff.

The President maintains a positive and collaborative relationship with the BCS families and students, parishes/diocese, community, and BCS Foundation and donors to deliver a Catholic education program and climate that supports faith, family, and academic excellence.

The President is appointed and managed by the BCS Board and serves as a voting member. The Board acts under the administrative jurisdiction of the Bishop of Great Falls-Billings, exercised through the Superintendent of Schools.

**Ideal candidates for this position should possess:**

- Master's Degree or higher.
- Demonstrated business and financial acumen.
- Experience in school administration, business operation management, fiscal management, human resource management, and implementation of business practices with accompanying policies/procedures.
- Effective team builder who will engage with boards, faculty, administration and staff, in a collaborative yet decisive manner.
- Experience in development and implementation of long-range planning and strategic direction for a multifaceted system, in collaboration with key stakeholders.
- Elementary and/or secondary experience in education, part of which is supervisory/administrative capacity.
- Ability to provide visionary leadership.
- Active, practicing Catholic.

**To Apply**

The full position profile will be provided to applicants. Interested and qualified candidates should submit electronically, in a consolidated format, a letter of introduction; a resume; three professional references (names, email addresses and telephone numbers); and a written essay of around 500 words answering the question: BCS has encountered several changes (new K-8 building, new environment with COVID, etc.) and needs an updated strategic plan. *How would you work with the Board, administrators, and staff to create and implement one?* Note: The strategic plan would need to be approved by the Board.

Please send all materials by May 7, 2021 to:

Billings Catholic School President Search

Attn: Rick McCann at: [rick4bcssearch@gmail.com](mailto:rick4bcssearch@gmail.com)

**Billings Catholic Schools**

As the largest Catholic School System in Montana, Billings Catholic Schools has a strong foundation of faith, family spirit, and academic excellence. The tradition of Catholic education has been alive in Billings for over 100 years, originated by the passion and commitment of the Sisters of Charity of Leavenworth. Our system encourages students to excel academically, respect themselves and others, to know what it means to be a part of a team, and to see and understand the need to make a positive difference in their community and the world around them.

Billings Catholic Schools offer an exceptional Catholic education founded on the beliefs and teachings of the Catholic church. In an average year, 65-70% of BCS students are practicing Catholic, while 30-35% are non-Catholic.

The Billings Catholic School system is comprised of about 1,000 students and 125 teachers and staff:

- Billings Central Catholic High School
  - Enrollment: 300
  - Staff: 33
- Saint Francis Catholic School (Preschool, Kindergarten through 8<sup>th</sup> grade)
  - Enrollment: 620
  - Staff: 61
- Saint Francis Early Childhood Education and Child Care
  - Enrollment: 140
  - Staff: 22
- Administration
  - Staff: 9

Learn more about Billings Catholic Schools at: [www.billingscatholicschools.org](http://www.billingscatholicschools.org)