

# PRESIDENT SEARCH

## NAZARETH ACADEMY HIGH SCHOOL

Philadelphia, Pennsylvania

[nazarethacademyhs.org](http://nazarethacademyhs.org)

Start Date: July 2025



**Carney  
Sandoe**  
& ASSOCIATES

[CARNEYSANDOE.COM](http://CARNEYSANDOE.COM)

# Mission

Nazareth Academy High School is a Catholic, private, fully-accredited college preparatory school for young women, sponsored by the Sisters of the Holy Family of Nazareth. Embracing faith, family and education, we challenge each student to attain her full potential academically, spiritually, and personally.

While focusing on service to God and community, Nazareth Academy High School provides a rigorous academic curriculum and varied extracurricular activities that inspire each student to achieve academic excellence and become a life-long learner in a global society.

## At a Glance



Established  
1928



Enrollment  
330



Total faculty and staff  
70



Student-faculty ratio  
9:1



AP courses  
16



Students receiving aid  
60%



Campus size  
40 acres

Zip codes represented: 35

Average class size: 15

Honors courses: 24

Clubs and organizations: 40+

Athletic teams: 12

Performing arts groups: 10

Annual service hours: 15,000



## Overview

Founded in 1928, Nazareth Academy High School is located in northeast Philadelphia, sharing a campus with Nazareth Academy Grade School and Holy Family University. It is a Catholic, private, secondary school within the Archdiocese of Philadelphia and is sponsored by the Congregation of the Sisters of the Holy Family of Nazareth, an international congregation of women religious. As such, it enjoys a two-tiered governance structure in which authority is vested jointly in CSFN Mission & Ministry, Inc., and the Board of Trustees. It operates in the President/Principal model and the current interim President has worked closely with the school's Principal in providing the resources necessary to support the rigorous academic program.

The Academy enjoys financial stability at the present time and has no outstanding debt. Enrollment has witnessed a steady increase over the past three years, and in fall 2024 it enrolled the largest freshman class in recent years. Plans are in place to continue growth of the school's enrollment. Consistent with this objective, the new President is expected to provide leadership in maintaining current relationships and forging new ones both internally and externally to reduce tuition dependence and sustain the overarching Mission of serving families now and well into the future.

Nazareth Academy's reputation in the greater community is strong, and the graduates of the school are passionate about the spirit of sisterhood that is instilled in them. The school's belief statements are inculcated by the dedicated faculty and staff. The students are living examples of dignity, respect, responsible leadership, integrity and Christian service. With the Catholic faith as the foundation of and the impetus for all that the school does within the walls and beyond, the students are constantly inspired by the example of the Holy Family.





## Opportunities and Challenges

In no particular order of priority, the challenges and opportunities facing the new President include:

- Strategizing with the Board an intentional plan to establish financial sustainability (e.g. endowment, culture of giving, planned giving, etc.);
- Inspiring a growth mindset among the school community;
- Instilling a culture of collaboration and teamwork;
- Recruiting, retaining and compensating a quality and well-credentialed faculty;
- Creating an enrollment management plan for the purposes of long-term planning;
- Leading efforts to create a new and visionary campus master plan;
- Enhancing the internal and external marketing and communications.

## Personal Attributes

Nazareth Academy High School is looking for a practicing Catholic leader who embodies the following attributes to lead the community forward:

- Approachable and Respectful
- Student-Centric and Supportive
- Data-focused Decision making
- Strategic Thinker
- Growth Mindset
- Collegial and Collaborative
- Exceptional people manager
- Impeccable Integrity



## Duties and Responsibilities (Essential Duties)

As the Chief Executive Officer of the school, the President's primary responsibilities include:

- **Catholic Identity:** is dedicated to the ministry of Catholic education and promotes the essential characteristics and fundamental values of a Catholic school. In particular, exhibits a commitment to the development of the faith-life of the NAHS community by creating an environment that speaks to the Catholic identity of the school.
- **Mission Integration:** demonstrates loyalty, understanding and support of the CSFN Mission and the Mission and values of NAHS through collaboration with the Sisters of the Holy Family of Nazareth to carry out designated responsibilities such as mission integration.
- **Communication:** presents a positive public image of the organization to the community at large and to civic and governmental bodies; communicates the philosophy and programs of NAHS to various publics, including working with parent groups and representing the school at civic, religious and other public functions.
- **Enrollment/Development Management:** collaborates with the Board and the President's staff on marketing and development initiatives to increase enrollment and retention and is responsible for meeting annual enrollment goals.
- **Financial:** maintains oversight of financial operations and obligations of the school, working closely with the Business manager to minimize financial liability or risk.
- **Governance:** serves as a voting ex officio member of the Board of Trustees and assists the board in reviewing governance standards, policies and procedures required to assure its effective performance.
- **Institutional Advancement:** serves as the school's chief fundraiser and primary community contact; directs marketing efforts, recruitment strategies, fundraising programs and alumnae activities.
- **Alumnae Association:** seeks the advice and works closely with the Alumnae Association President.
- **Leadership:** hires, manages, provides leadership and works closely with the Principal, who is charged with developing the academic and co-curricular programs of the school including areas of academic affairs, ministry, student discipline and non-academic programs.
- **Planning:** collaborates with the Board, school administration and faculty and provides expertise in developing and implementing strategic vision, effective goals, objectives and assessment metrics into a long-range strategic plan to drive consistent, impactful growth in a way that is consistent with the Mission of the school and of the Sisters of the Holy Family of Nazareth.





- **Policies and Programs:** approves all school policies and programs, provided they are consistent with the stated Mission of the school as a Catholic community, an academic center and a CSFN sponsored ministry.
- **Public Representation:** represents the school in the public forum and personally meets with selected constituencies to improve school-community relations.
- **Recruitment:** with a vision of growth, leadership and innovation, ensures that the school is employing the best talent in education to promote and advance the educational vision of NAHS.
- **Retention:** provides professional development for all personnel under the President's direction; conducts annual evaluations of all direct-report personnel.
- **Resources:** uses all available resources to provide scholarships and tuition assistance in order to make the school available to all who desire a Catholic college preparatory education; supports academic programs and enhancements; improves and maintains facilities and technology; and provides for a safe, rigorous, relevant, quality education for all students.

## Preferred Qualifications and Experience

- Advanced graduate degree in education or business administration;
- Nonprofit experience preferred;
- Exceptional communication and interpersonal skills including proven ability to mutually engage and inspire a wide range of stakeholders, build creative and mutually beneficial relationships with the philanthropic, corporate, public and nonprofit sectors;
- Exceptional leadership skills and positive experiences leading an organization and managing large cross-functional teams;
- Proven fundraising and/or revenue generating success; capital campaign experience;
- Significant visionary leadership and management experience with demonstrated success in addressing immediate or organizational needs but driving toward longer- term goals with buy in from stakeholders;
- Strategic planning experience and execution capabilities;
- Strategic enrollment and management skills;
- Strong financial acumen and budget management skills ;
- Must be a practicing Catholic as verified by the pastor of the parish in which the applicant is registered.

# Learn More

Click on the links below to learn more about Nazareth Academy High School.

[School Website](#)

[Academic Profile](#)

[School History](#)

[About Philadelphia, Pennsylvania](#)

[Why Nazareth](#)



## To Apply

Interested and qualified candidates are invited to contact the consultants in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- A letter of recommendation from the pastor of the parish in which the applicant is registered;
- A completed Candidate Questionnaire (to be provided by consultants);
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

### **Barbara Daush**

Senior Consultant and Catholic Schools Practice Leader  
barbara.daush@carneysandoe.com

### **Brandon Jacobs**

Consultant, DEIB Practice Group Leader  
brandon.jacobs@carneysandoe.com