



FOUNDING PRESIDENT

About Carlo Acutis Catholic High School

Carlo Acutis Catholic High School is a newly approved Catholic high school in the Archdiocese of Galveston-Houston. Named for Saint Carlo Acutis — the first millennial saint and a model of joyful, authentic Catholic witness — the school will be centered in the Eucharist and committed to forming disciples, developing scholars, and building a community.

Catholic families in the Greater Houston Bay Area have long expressed the need for a local Catholic high school. Currently, there is an approximately 60-mile gap between the two closest Catholic high school options, leaving a significant and growing population of Catholic families without a proximate choice for faith-based secondary education.

In 2022, a dedicated group of Catholic parents and community leaders set out to determine what it would take to establish a local Catholic high school. With the support of the Superintendent of Catholic Schools of the Archdiocese of Galveston-Houston, a comprehensive feasibility assessment of the Bay Area Deanery was conducted. In spring 2024, findings were presented to the Archdiocesan School Council and Archdiocesan leadership, including His Eminence Cardinal DiNardo. Approval to proceed was granted in late spring 2024.

The school will be a Catholic, coeducational high school rooted in the teachings and traditions of the Catholic Church. The school plans to open as soon as key milestones are achieved, including successful fundraising, land acquisition, and final approvals. The founding board is moving forward with clarity and urgency.

Carlo Catholic aims to empower students to discern and pursue the path to which God calls them – whether in higher education, professional endeavors, or religious vocations – so that they may serve as faithful stewards of the Gospel in the world and active members of the Body of Christ.

Mission & Vision

Carlo Acutis Catholic High School exists to form disciples of Jesus through a robust education rooted in the Catholic faith and Sacred Tradition and centered in the Eucharist.

The school's vision is anchored in three pillars: Forming Disciples, Developing Scholars, and Building Community.

Ideal Candidate

Carlo Acutis Catholic High School seeks an exceptional, mission-driven, entrepreneurial Catholic executive leader to serve as its Founding President. The ideal candidate is a highly collaborative, dynamic leader who can create big plans and manage fine details. They lead with an entrepreneurial spirit and thrive in environments where they must build systems, processes, and teams from the ground up. They are energized by challenges and motivated by mission.

The Founding President will have an opportunity to build one of the Houston Bay Area's most important Catholic institutions and shape the future leaders of the community. They excel at communication, fundraising, project management, strategic thinking, and execution. They enjoy working in true partnership with a Board of Directors. They understand and embrace the Catholic mission of the school, and it inspires their daily work.

The ideal candidate has a deep commitment to Catholic education, is a practicing Catholic in full communion with the Church, and is passionate about their faith. They are comfortable modeling an active and inspiring faith life for all in the community.

Position Summary

The Founding President will serve as Chief Executive Officer, visionary leader, and institutional spokesperson for Carlo Acutis Catholic High School, and will have a foundational influence on campus design, architectural direction, and major building decisions. Reporting directly to the Board of Directors and working most closely with the Chairman of the Board, the President will lead the institution from its current development phase through a successful launch.

This is a founding leadership role requiring entrepreneurial initiative, executive maturity, fundraising expertise, and an unwavering commitment to Catholic identity, including the Eucharist. Carlo Acutis Catholic High School operates with a working Board of Directors composed of committed Catholic leaders who are actively engaged in advancing the mission. The Founding President will partner closely with Board members, leveraging their professional expertise, community relationships, and philanthropic leadership to accelerate the school's growth and sustainability.

Primary Responsibilities

Executive Leadership & Strategic Direction

- Serve as Chief Executive Officer with overall responsibility for the successful launch and long-term viability of the school.
- Lead the development and execution of the strategic plan toward the school opening, establishing clear institutional goals, metrics, and accountability structures.
- Ensure Catholic identity and Eucharistic devotion permeate every aspect of planning, policy, and culture.
- Work in close partnership with the Board to align vision, priorities, and execution strategy.

Fundraising & Capital Campaign Leadership (Primary Founding Priority)

- Serve as the school's chief fundraiser and advancement leader, designing and executing a comprehensive fundraising strategy to support a \$50 million campaign for land acquisition, construction, and operations.
- Partner with the working Board to activate member networks, donor introductions, and strategic relationships.
- Personally cultivate and solicit major donors, building a pipeline of transformational gift prospects. Engage in regular community activity that positions the President to solicit support at 5-, 6-, and 7-figure levels.
- Lead efforts across multiple revenue channels including major gifts, planned giving, capital campaigns, grant applications, annual giving, and donor communications.
- Oversee donor cultivation, stewardship, and database management to ensure sustainable philanthropic growth.
- Establish long-term philanthropic infrastructure for institutional sustainability.

Marketing & Communications

- Develop and execute a comprehensive marketing and communications strategy to build brand awareness and foster public support for the school.
- Ensure consistent messaging across all platforms and materials that reflects the school's Catholic identity and mission.
- Serve as the school's primary spokesperson, attending events and engaging with parishes, families, media, and community leaders.

External Relations & Community Engagement

- Serve as the public face of the school, communicating the mission with clarity, conviction, and joy.
- Build strong relationships across the Houston Bay Area community, including parishes, civic leaders, business leaders, and prospective families.
- Lead enrollment positioning and early market engagement strategy.

Governance Partnership

- Maintain a high-trust, high-accountability relationship with the Board Chair and Board of Directors.
- Provide consistent reporting on fundraising progress, financial projections, and strategic milestones.
- Leverage the Board's professional expertise in finance, law, development, education, and community leadership.
- Collaborate with the Board Chair to ensure the Board of Directors is properly supported and comprised of members who can help the school achieve its mission as the institution grows.
- Assist in strengthening Board development, committee effectiveness, and strategic Board recruitment over time.

Financial Leadership & Sustainability

- Develop and oversee multi-year budgets, financial forecasts, and long-term financial plans tied to the school's growth trajectory.
- Establish sound accounting systems, internal controls, and regular financial reporting to the Board on all funds, assets, income, and expenditures.
- Lead financial planning related to tuition and fee strategy, scholarship and endowment development, debt service, and long-term institutional sustainability.
- Partner with the Board in evaluating facility investment, capital expenditures, and bank negotiations.
- Ensure compliance with all applicable federal, state, and local laws and regulations.

Facilities, Design & Operational Build-Out

- Oversee the school's physical development through phased startup stages, including land due diligence and acquisition, architectural design, engineering, and construction.
- Coordinate with external partners (architects, contractors, engineers) to align functional needs with budget constraints, optimizing cost while fulfilling the Board's vision.
- Partner with Board members and consultants on site selection, feasibility analysis, and long-term campus planning.
- Develop operational systems for HR, finance, admissions, technology, and compliance.
- Ensure operational readiness well in advance of the school opening.

Founding Team Recruitment & Leadership Development

- Design the initial organizational structure, collaborating with the Board and a potential future religious order partner to shape staffing models.
- Recruit, hire, and develop the founding leadership team (contingent on religious order involvement).
- Develop compensation and benefits packages, lead professional development, and foster a strong organizational culture from day one.
- Build a collaborative, high-performance team united by shared mission and purpose.
- Promote a positive, mission-driven culture that reflects the school's Catholic identity and inspires excellence across all levels of the organization.
- Support ongoing staff growth and professional development, cultivating leadership capacity throughout the organization.

Academic, Mission & Enrollment Oversight

- Develop a robust curriculum aligned with Catholic intellectual tradition and the school's mission.
- Collaborate with the founding team on inaugural class enrollment strategy, engaging with pastors, families, and community stakeholders.
- Ensure alignment of enrollment projections with demographic data, financial models, and the school's growth plan.

- Ensure all academic and co-curricular programs reflect the school's Catholic identity and adherence to the Magisterium of the Catholic Church.

Qualifications

Catholic Identity

- Practicing Catholic in full communion with the Church, with a deep passion to advance the school's mission and vision, integrating the richness of the Catholic faith into every aspect of the school.
- Ability to serve as an authentic, joyful witness of the faith, inspiring confidence among Catholic families, clergy, and donors and inviting others to encounter Christ through discipleship.

Executive Leadership

- Minimum five years of senior leadership experience in complex, mission-driven organizations, with demonstrated ability to build or scale institutions.
- A highly motivated self-starter with experience in startup or early-stage development environments, ideally in nonprofits or schools.
- Exceptional project management skills with the ability to deliver results, meet deadlines, and handle multiple priorities in a dynamic growth period.
- Strategic thinker who brings both big-picture vision and disciplined follow-through.
- Significant visionary leadership and strategic planning experience.

Fundraising & Advancement

- Minimum three years of demonstrated success generating revenue through major gift fundraising, capital campaigns, foundations, and donor cultivation, including personal solicitation of six- and seven-figure gifts.
- Strong relational capacity with donors and community leaders; a confident, disciplined solicitor with strategic donor engagement skills.

Financial & Strategic Competence

- Minimum three years of experience managing complex budgets, financial projections, and oversight in mission-driven organizations.
- Ability to make data-informed decisions and establish accountability structures.

Communication & Presence

- Exceptional communication skills with strong executive presence.
- Ability to inspire confidence across diverse stakeholders including Board members, major donors, clergy, families, and community leaders.

Education & Sector Experience

- Bachelor's degree required; advanced degree (e.g., MBA, M.Ed., or equivalent) preferred.
- Experience in Catholic education, independent schools, or mission-driven nonprofit leadership preferred.

- Understanding of enrollment strategy, school operations, and accreditation processes a plus.

Technology & Tools

- Proficiency in Microsoft Office Suite, including Teams, Excel, and PowerPoint.
- Virtual meeting proficiency.
- Familiarity with QuickBooks or similar accounting software.
- Familiarity with donor management software (e.g., Bloomerang, DonorPerfect, or similar CRM).

Compensation

This is a full-time, year-round position based in the Greater Houston Bay Area. Non-local candidates must be willing to relocate. Significant external engagement including evenings and weekends is required for fundraising events, community engagement, and donor cultivation.

Salary range is \$150,000 – \$175,000, annually. Comprehensive benefits are included in the overall compensation package, including health insurance, retirement contributions, and professional development opportunities.

How to Apply

If you have the requested background and a passion for the mission, we invite you to apply. Applications will be accepted until the successful candidate is found, so please apply early.

Carlo Acutis Catholic High School has partnered with PostHawk Consulting to lead this executive search. To ensure full consideration, applicants must submit the following materials to: CarloCatholicPresApplicant@PostHawkConsulting.com

- A current resume
- A cover letter expressing alignment with the school's mission and vision
- A brief statement of your vision for building Carlo Acutis Catholic High School and your approach to the first 12–18 months

Applicants should be prepared to provide references upon request. Salary will be commensurate with education and experience. All offers of employment are conditional pending the successful completion of an extensive background check.

Equal Opportunity Employer

Carlo Acutis Catholic High School is an Equal Opportunity Employer. The school prohibits discrimination based on race, color, sex, or nationality. All processes for admission of students and hiring of staff ensure that selection is based on qualifications defined in admission and position criteria.