



# EXECUTIVE DIRECTOR SEARCH

**San Miguel School Chicago (SMSC), founded in 1995, is a private, independent, Lasallian, Catholic school serving low-income, middle school students and families in the Back of the Yards neighborhood.** Through its unique educational model — intensive academic and social-emotional support while fostering the development of integral traits such as perseverance and resilience — San Miguel has transformed hundreds of lives and set generations of San Miguel scholars on the path to success.

San Miguel is well acquainted with the challenges these youngsters face and the social ills that too often become roadblocks to their success. Most students enter performing one to three years below grade level and typically have faced significant trauma. Yet San Miguel students matriculate to high performing college prep schools and many become the first generation of college graduates in their families.

This exemplary experience is provided to students and families regardless of their ability to pay.

**As San Miguel approaches its 30th Anniversary, it seeks a new leader who will build on its impact and bring the school to the next level of excellence.**



## San Miguel School | Chicago

1954 West 48th Street ★ Chicago IL 60609 ★ [sanmiguelchicago.org](http://sanmiguelchicago.org)

# LAYING THE FOUNDATION FOR A LIFE WITHOUT LIMITS

**The San Miguel model is comprised of three essential programs.**

**Middle school education:** San Miguel serves sixth through eighth grade inner-city students, equipping each with the resources necessary to excel academically, socially and spiritually at the high school level and beyond. This intervention during the critical middle school years has proven to dramatically improve the trajectory of the student and family.

**Graduate support:** San Miguel provides youth development activities, leadership opportunities, financial assistance, and college readiness for its 150+ alumni during their high school years.

**Family support:** Through the San Miguel Community Center, educational opportunities for adults, clinical counseling for students and families, activities, tutoring and collaboration with other neighborhood organizations promote healthy development in the community.

## San Miguel School by the Numbers

**9:1**

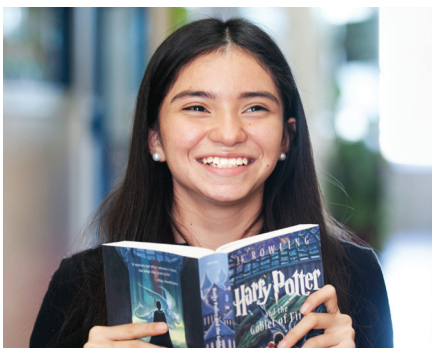
San Miguel School student-teacher ratio

**80**

Number of minutes set aside each school day for independent reading

**120**

Average number of books our students read each year



**93%**

Percentage of San Miguel School alumni who earn high school degrees, compared to 58% of their neighborhood peers

**56%**

Percentage of San Miguel alumni who continue on to college after graduating from high school

**1:1 Technology**

San Miguel is a 1:1 computing environment at all grade levels, which means that every student has a Chromebook and access to other 21st-century learning technologies

# EXECUTIVE DIRECTOR ROLE

The Executive Director works with a senior leadership team to...

- Translate vision into action,
- Identify and pursue opportunities for strategic initiatives,
- Acquire necessary funding and resources, and
- Ensure ongoing programmatic excellence and beneficial student outcomes.

Direct reports to the Executive Director include the Principal, Vice Principal, Business Manager and Development Director.

The Board of Directors seeks a confident and caring servant leader with an unwavering commitment to sustaining a well-built inclusive culture. The next Executive Director will embrace the mission and culture of the school and build powerful relationships with all stakeholders — students, families, faculty, staff and donors. The Executive Director will be an effective and collaborative team leader committed to consensus building. He/she will inspire both those within and outside the school community.

## Areas Of Responsibility

**Fundraising:** The Executive Director, working with development staff and the Board of Directors, is responsible in the 2024-25 school year for raising \$1.8 million in addition to special project funding through major gifts, foundations, annual giving, planned gifts and special events. The ideal candidate will be highly effective in prospecting, cultivation, solicitation and donor retention. Student financial aid and faculty/staff salaries are the top funding priorities at this time.

**Enrollment:** In concert with the Principal, the Executive Director achieves full enrollment within each class to maximize the number of students who receive the blessing and benefits of a San Miguel education each year.

**Marketing/Communications:** San Miguel has a tremendous story to tell and the next Executive Director will possess the skills and creativity to do so with a wide variety of audiences, venues and vehicles leading to increased awareness, interest, involvement, investment and heightened visibility and reputation.

**Community Relations:** The successful Executive Director will be a highly engaged member of the school and local community as demonstrated by interaction with students and families, connection with faculty and staff, participation in area events and organizations, etc. He/She will represent the school externally to not only funders but also Archdiocesan, political, university, civic, Lasallian, religious representatives and others in support of partnerships that will advance SMSC students.

**Management:** The Executive Director will have the requisite abilities to effectively manage finance, facilities, human resources and the San Miguel Community Center.

## Executive Director Qualifications

- Practicing Catholic
- Relevant degree and/or equivalent experience
- Managerial experience; experience in education preferred
- Mission-driven decision maker
- Experienced, successful fundraiser
- Visionary, collaborative leader
- Polished, eloquent, relatable communicator
- Respected colleague
- Humble, ethical, emotionally intelligent with good sense of humor
- **Bilingual Spanish greatly preferred**
- **Must love kids!**

**San Miguel alumni are particularly encouraged to consider this position.**

## Salary and Benefits

This is a full-time, 12-month position starting July 1, 2024. Salary and benefits are competitive and commensurate with experience and qualifications.

## Application Guidelines

Interested candidates should submit the following application materials electronically to Executive Director Search at [csmoffice@cbservices.org](mailto:csmoffice@cbservices.org): letter of introduction, resume, five professional references with email and telephone information, and an essay (500 words or fewer) demonstrating *why innovative, accessible, compassionate middle school education for inner-city students is worthy of financial support*. For more information visit [www.sanmiguelchicago.org](http://www.sanmiguelchicago.org).

*“San Miguel is more than just a school—it is a pillar of the Back of the Yards community, with dedicated staff, incredible family support and a thriving Community Center.”*



San  
Miguel  
School  
CHICAGO

*Laying the foundation for a life without limits*

## About Our Logo

*Our logo conveys the hope, optimism, energy and opportunity that enliven the San Miguel School community as we empower Back of the Yards middle schoolers to dream big dreams, reach for the stars and achieve their full potential.*