



Saint Martin de Porres

A Catholic School serving the families of Oakland

Job Announcement

President/Chief Executive Officer for St. Martin de Porres School

The mission of St. Martin de Porres School is to serve families of the West Oakland neighborhoods and beyond by providing an inclusive Catholic, multi-racial, multi-ethnic and multi-cultural kindergarten through 8th grade educational experience. Over the past eight years, the School has been very successful in providing a high quality education by creating an environment that caters to the whole child and provides resources to support the entire family. St. Martin de Porres is a diverse community of 208 students, 22 faculty and administration, and is situated on two distinct campuses, **one serving the K-5 students and the other dedicated to Middle School students.**

St. Martin de Porres School seeks a dynamic, collaborative, mission-focused President/CEO to lead the school starting in July 2011. The position requires an outstanding educational leader who is visionary with strong interpersonal and organization skills. Candidates should be adept at team building and communication, embracing the school's distinctive mission. Additionally, the position requires experience with fundraising, grant writing, and community outreach. The President works closely with the Principal and faculty/staff, and is responsible to the Board of Trustees and the Pastors of the West Oakland Deanery.

Desired Qualifications

- Successful track record as both an educator and an administrator
- Experience with curriculum development and implementation
- Excellent communications skills across a variety of constituents
- Experience with donor development, fundraising, and grant writing
- Experience with community outreach
- Experience working with underserved populations
- Strong spiritual grounding and commitment to **leading a school faith community**
- Advanced degree in education and/or administration

Grades K-5
Sacred Heart Campus
675-41st Street
Oakland, CA 94609
510-652-2220

Grades 6-8
St. Patrick Campus
1630-10th Street
Oakland, CA 94607
510-832-1757

www.stmdp.org

Salary

Salary is commensurate with education and experience

Application Procedure

Submit a cover letter and resume to: Ms. Julie Merrill, Administrative Assistant at: juliemerrill@yahoo.com

Application Deadline

Applications accepted until February 18, 2011. Interviews will begin end of February 2011. Reference contact information requested at the time of the interview.

Please visit the website (www.stmdp.org) for more information about the School.