



Cathedral
HIGH SCHOOL

PRESIDENT

SEARCH PROSPECTUS

NEW YORK, NY
SUMMER 2026



AT A GLANCE



235
STUDENTS



STUDENT-TO-FACULTY
RATIO



COLLEGE PREP
CURRICULUM



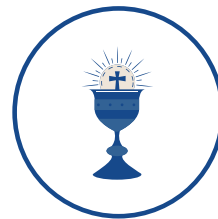
20+ HOME
LANGUAGES



100+ YRS OF
CATHOLIC EDUCATION



CLASS OF 2024
SCHOLARSHIP



MONTHLY
MASS



8 VARSITY
SPORTS



ALUMNI
NETWORK



100% COLLEGE
ACCEPTANCE



35+ STUDENT
ORGANIZATIONS



MEDICAL GATEWAYS
PROGRAM



SCHOOL OVERVIEW

Cathedral High School is an all-girls Catholic college preparatory school in the Archdiocese of New York. Located on the Upper East Side of Manhattan, Cathedral offers a robust curriculum, vibrant student life, and a long-standing tradition of friendship and sisterhood. The mission of Cathedral High School is to provide a transformative Catholic education that challenges young women to fulfill their academic potential, inspires them to lead and serve their communities, and imbues them with a deep sense of their own human dignity.

Cathedral High School currently enrolls approximately 235 young women from diverse racial and ethnic backgrounds who represent over 59 nationalities and speak more than 20 home languages. Students reside in all five boroughs of New York City, as well as in Long Island, Westchester, and New Jersey.



HISTORY & TRADITION

The Sisters of Charity founded Cathedral High School in 1905 to educate the daughters of immigrant families. Today, the school maintains its commitment to educating any young woman who desires to learn, grow, and thrive at Cathedral, especially those whose families might otherwise be unable to afford a private education.

CAMPUS

Beginning in 1924, students attended Cathedral High School at its location on Lexington Avenue. In 1973, Cathedral High School relocated with the Archdiocese of New York Chancery to 350 East 56th Street, where the school was housed within the Terence Cardinal Cooke Building. In the summer of 2023, Cathedral High School moved to its present location at 116 East 97th Street.

This beautiful, newly renovated school building was originally constructed in 1923 as part of St. Francis de Sales Parish. Located in the safe, residential Carnegie Hill neighborhood, Cathedral's new home is situated on 97th Street between Lexington and Park Avenues.



CATHOLIC IDENTITY

Cathedral High School actively supports all students in cultivating a rich interior life by pursuing a relationship with God. Through First Friday Masses, sacramental opportunities, annual class retreats, and moments of prayer and reflection throughout the day, spaces are created for young women to encounter the Creator in whose image and likeness they are made.

Each young woman at Cathedral is recognized as a beloved daughter of God. Cathedral is committed to the dignity and flourishing of each student through the cultivation of her personal and intellectual gifts. While Cathedral students are motivated to achieve, they understand that their worth is not based on what they do, but on who they are.

Very often, Cathedralites are inspired to serve God and neighbor through campus ministry and numerous other volunteer opportunities. While students come from diverse faith backgrounds, they all benefit deeply from the Catholic spiritual and intellectual tradition they receive at Cathedral.

At Cathedral, a special emphasis is placed on becoming a “woman for the world”—a woman who knows and cultivates her God-given gifts and shares those gifts with the world. As part of the “Women for the World” speaker series, special guests are invited each month to offer reflections on their role as women of faith in the world. First-year students at Cathedral benefit from monthly seminars with these role models, who represent many backgrounds and vocations. From single women to religious sisters and from neonatologists to lawyers, these “women for the world” are witnesses to the great joy and diversity of life in Christ.



ACADEMICS

At Cathedral, the academic experience is marked by students' desire to reach higher—to grow in their ability to reason through and untangle complex concepts, to grapple with difficult questions, and to refine their thinking and understanding.

As a Middle States–accredited school, Cathedral offers a college preparatory curriculum that meets and exceeds state requirements. In addition to a robust academic program, Cathedral partners with various organizations to supplement academic work with real-world knowledge and training. These partners include the Association of Latino Professionals for America (ALPFA), Black Girls Smile, Congressional Hispanic Caucus Institute (CHCI), Girls Rule the Law, Girls Who Code, Invest in Girls, National Hispanic Institute (NHI), and Rock the Street, Wall Street.

Cathedral High School is one of the only Catholic high schools in New York City with dedicated medical, business, finance, law, and STEM programs. For nearly half of Cathedral students, the Medical Gateways Program is a defining element of their high school experience. Through this program, students receive the academic background, internship experience, and confidence needed to pursue medical studies after graduation.

A Cathedral education comprehensively prepares young women to navigate the college admissions process and launches them into successful college careers. Beginning in freshman year, all Cathedralites receive one-on-one advising from a dedicated team of guidance and college counselors. Students benefit from extensive preparation early in their high school journey, ensuring they are fully equipped as seniors to pursue their college aspirations.

Cathedral students participate in prestigious scholarship programs and are accepted into a wide array of colleges and universities. The Class of 2024 received over \$29 million in college scholarships, and Cathedral maintains a 100% college placement rate. With a student-to-teacher ratio of 15:1, students receive the individualized attention they need to thrive academically and personally.

The President will also support efforts that promote parent engagement and ensure that Cathedral's academic and co-curricular programs remain rooted in Catholic educational principles, contributing to the moral and spiritual formation of every student.



ATHLETICS

At Cathedral High School, students know deep down that nothing can stand in their way. Their drive and determination are often seen on the court and on the field, where they strive to be great athletes, great teammates, and great women.

Whether a student-athlete aspires to become a doctor, social worker, author, or civil servant, she learns grit, dedication, and perseverance through participation in school sports.

Under the direction of talented and experienced coaches and directors, Cathedral athletes grow in skill, discipline, and endurance—and they have fun doing it. Students benefit from the use of the school gymnasium and workout equipment, as well as playing fields in Central Park and Marx Brothers Park.

Cathedral offers eight varsity sports and one junior varsity team, including basketball, cheerleading, cross country, flag football, soccer, softball, track, and volleyball. Cathedral is a member of the Girls Catholic High School Athletic Association (GCHSAA) and competes at the B division level.



STUDENT LIFE

The culture of support and encouragement at Cathedral High School equips students with the confidence to dive into new activities outside of the classroom. By taking on new challenges, Cathedralites develop a sense of independence while building authentic friendships with their peers. Importantly, these activities also serve as spaces to nurture leadership and initiative.

Cathedral offers over 35 activities and clubs, including Art Club, Dance Company, Mock Trial, Spires Yearbook Club, and Future Business Leaders of America.

At the beginning of every academic year, all students have the opportunity to attend Cathedral's annual club fair to learn more about extracurricular opportunities. If a club does not yet exist, students are encouraged to collaborate and launch new student groups.

In addition, school-wide events foster Cathedralite sisterhood throughout the year, including school dances, pep rallies, class traditions, and multicultural shows.



THE POSITION

Mission & Catholic Identity

The President's primary responsibility is to promote, embody, and advance Cathedral High School's mission to prepare young women for both college and Heaven. Cathedral achieves this mission by providing a transformative education that challenges young women to fulfill their academic potential, inspires them to lead and serve their communities, and imbues them with a deep sense of their own human dignity.

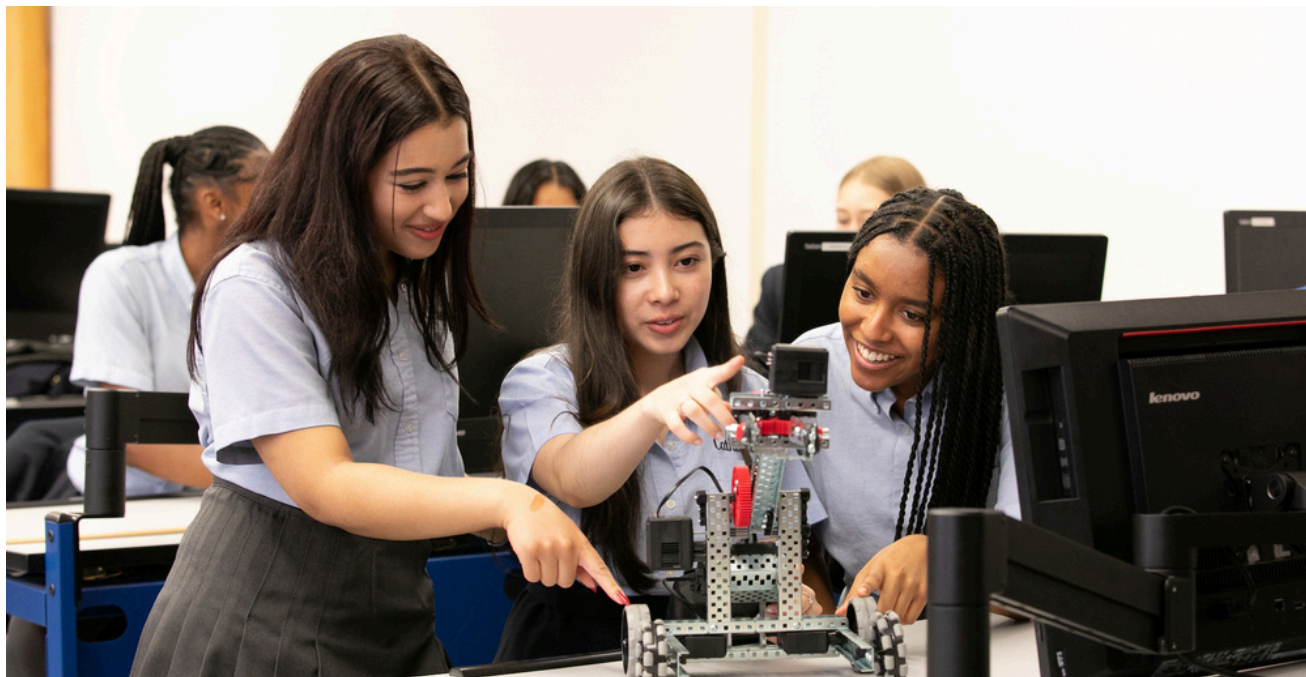
The President must be a faithful and articulate witness to the Catholic intellectual and spiritual tradition and must possess a deep commitment to ensuring that every dimension of Cathedral life reflects the truth, beauty, and goodness of the Catholic faith.

Vision

The President of Cathedral High School will serve as the chief executive and strategic leader of a dynamic, mission-driven institution rooted in Catholic values and dedicated to the education and empowerment of young women. In close collaboration with the Board of Trustees and the Principal, the President will provide visionary leadership that upholds the school's Catholic identity by ensuring fidelity to the Church's teachings, the active integration of faith into student life and school culture, and a visible commitment to Catholic education as a non-negotiable foundation of institutional growth.

As the primary ambassador and external voice of the school, the President will shape and execute forward-thinking strategic and operational plans focused on institutional advancement—particularly in the areas of development, enrollment management, financial sustainability, and community engagement.

The ideal candidate will be a mission-centered, visionary leader with a demonstrated ability to inspire, unite, and mobilize the school community in pursuit of excellence and innovation. This dedicated professional will possess the strategic acumen, passion for Catholic education, and growth-oriented mindset needed to ensure Cathedral's continued academic strength, financial sustainability, and vibrant culture for generations to come.



THE POSITION

Strategy

After a historic relocation to the 97th Street campus, Cathedral experienced a period of academic and spiritual renewal. The incoming President will build upon this foundation and lead the next stage of Cathedral's growth, including a continued focus on fostering a vibrant Catholic culture and elevating academic standards and performance, as well as a renewed focus on establishing operational vitality and long-term financial sustainability.

The President will provide strategic oversight of all non-academic operations and serve as a key driver of institutional advancement. To ensure the school delivers on its mission and commitments to students, the President will lead the continued development and expansion of a comprehensive advancement program, with particular focus on development, enrollment management, financial growth and sustainability, and stakeholder engagement.

A central responsibility of the President will be to build and maintain a diverse and sustainable portfolio of donors and partners. This includes overseeing the creation and execution of strategies for identifying, cultivating, soliciting, and stewarding philanthropic support. The ideal candidate will bring exceptional interpersonal and communication skills, a spirit of intellectual curiosity, and a bold, mission-aligned vision for the future.

Reporting to the Board of Trustees and serving as a key member of the school's leadership team, the President will work closely and collaboratively with the Principal, Chief Financial Officer, and other senior administrators. The President will ensure that Cathedral's day-to-day non-academic functions (including development, finance, facilities, marketing, and enrollment) are managed effectively, transparently, and in alignment with the school's long-range strategic goals.



RESPONSIBILITIES & DUTIES

STRATEGIC & FINANCIAL LEADERSHIP

- Rapidly gain a thorough understanding of the scope, history, current initiatives, and goals of Cathedral High School.
- Partner with the Board of Trustees and Principal to create and lead the execution of short- and long-term strategic and operational plans, addressing organizational growth and enrollment needs, setting priorities, and allocating resources to achieve performance goals and expectations.
- Position Cathedral as a destination school and long-term educational leader, with an emphasis on delivering excellence.
- Address funding sustainability by increasing financial resources to maintain affordability, support student success, raise academic outcomes, attract and recruit student populations, and enhance enrollment.
- Ensure Cathedral's continued success in development, donor relationships, and effective collaboration with key individual and foundation leaders.
- Provide strong leadership to ensure Cathedral's long-range plans are administered efficiently, in a fiscally responsible and transparent manner.
- Increase Cathedral's visibility and brand as a recognized leader in providing Catholic education to girls.
- Collaborate with the Chief Financial Officer and Board of Trustees to prepare and oversee the organizational budget, ensuring long-term financial stability.

ACADEMICS

- Prepare the annual Archdiocese of New York (ADNY) report, which covers academics, culture, finance, admissions, and development.
- Attend the ADNY annual Meeting of the Members alongside the Board Chair.
- Collaborate with the Principal to ensure they are supported in the areas of faculty recruitment and development, academic performance, curriculum alignment, school culture, tuition collection, operations, and parent engagement.
- Participate in the Middle States Accreditation process as needed.



RESPONSIBILITIES & DUTIES

DEVELOPMENT & ALUMNI RELATIONS

- Serve as chief spokesperson, advocate, and fundraiser for all development efforts, including the continuation of Cathedral's first-ever \$21MM comprehensive campaign, Flourish.
- Strengthen long-term financial sustainability, enhance brand recognition, and consistently engage constituencies to ensure continued revenue growth.
- Cultivate and solicit key relationships with foundation and individual philanthropic leaders.
- Lead the design and execution of campaigns and fundraising initiatives, with support from the Board of Trustees, Principal, Senior Director of Development, and staff.
- Manage and lead external relations, particularly with donors, foundations, institutional partners, media, and alumni.
- Collaborate with trustees and the development team to set annual and five-year fundraising targets.
- Review all development-related written and printed materials (e.g., solicitation letters, alumnae newsletters, campaign proposals).
- Serve as liaison between the Board of Trustees and school management.
- Cultivate and present mission-aligned candidates for board membership.



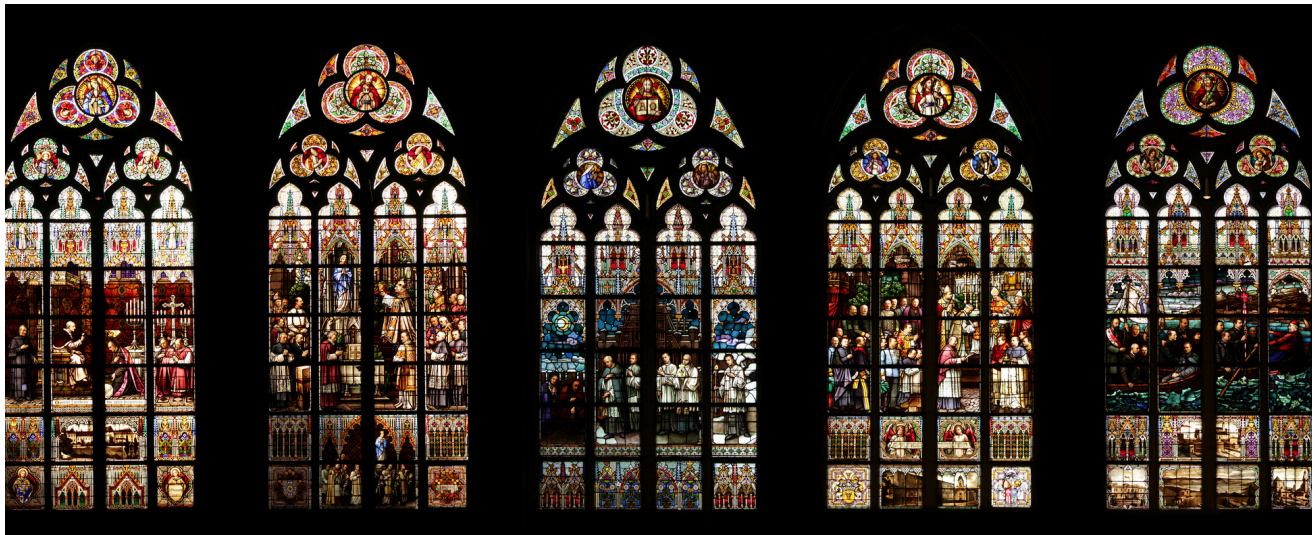
RESPONSIBILITIES & DUTIES

ENROLLMENT MANAGEMENT

- Provide leadership and strategic counsel to the Board and Principal on initiatives that support and exceed enrollment goals.
- Develop tuition maximization strategies and predictive modeling using financial aid tools to meet key recruitment and retention benchmarks.
- Leverage media-driven technologies for marketing and recruitment analytics.
- Create a comprehensive strategy for financial assistance that maximizes applicants, enrollments, and student retention.
- Continue Cathedral's commitment to recruiting, admitting, supporting, and graduating students from underrepresented backgrounds.
- Expand Cathedral's capacity to serve more students and families.
- Maintain strong ties with donors and stakeholders while forging new partnerships, coalitions, and collaborative opportunities.

MANAGEMENT & TEAM BUILDING

- Report directly to the Board of Trustees and engage actively with all committees, including executive, fundraising, governance, finance, and audit.
- Collaborate with the Board on succession planning.
- Work with the Board to regularly update strategic and long-term financial plans.
- Partner with the Principal to lead Cathedral's commitment to student success.
- Evaluate, lead, and motivate a high-performing, collaborative staff; promote a culture of teamwork, support, and accountability.
- Lead and nurture staff in alignment with Cathedral's values of community, care, and mission.
- Delegate responsibility effectively, establishing clear performance goals and expectations for team members.



QUALITIES & ATTRIBUTES

In addition to the demonstrated ability to meet and exceed the responsibilities listed in the previous section, the ideal President will possess the following experience and personal attributes:

- Deep commitment to the transmission of the Catholic faith through education, with a lived understanding of Catholic doctrine and tradition, and a demonstrated ability to joyfully and faithfully integrate these truths into the life of the school; a leader who cultivates an environment where Catholic identity is not only preserved but actively nurtured in all aspects of the institution.
- Passion and devotion to the students, vision, values, and mission of Cathedral High School.
- Extensive fundraising experience and understanding of development functions in an environment where the donor constituency is not immediately obvious.
- Demonstrated track record and knowledge of best practices in enrollment management.
- Proven success in strategic planning and implementation, including development and execution of long-term strategies.
- Strong understanding of the strategic and competitive environments in which Cathedral operates.
- Sound executive judgment and fluency in financial and operational leadership.
- Demonstrated skills in negotiation, planning, organization, and governance.
- Ability to lead and inspire through a compelling vision that motivates staff, trustees, donors, volunteers, and other key stakeholders.
- Capacity to lead change effectively and strategically, while remaining responsive to emerging opportunities and institutional needs.
- High level of professional and personal integrity, self-awareness, optimism, and alignment with the mission and values of Cathedral High School.
- Stature, authenticity, humility, and empathy to connect meaningfully with Cathedral's diverse constituencies.

QUALITIES & ATTRIBUTES, CONT.

In addition to the demonstrated ability to meet and exceed the responsibilities listed in the previous section, the ideal President will possess the following experience and personal attributes:

- Strong track record in the development and execution of short- and long-term enrollment strategies.
- Excellent analytical abilities, with the capacity to synthesize information, establish priorities, and make informed decisions.
- Ability to advocate persuasively and articulately for Catholic girls' education with donors, foundations, and policymakers.
- Exceptional communication skills—both written and oral—including the ability to effectively present ideas and updates to leadership and external audiences.
- Unwavering commitment to the highest standards of excellence, professionalism, integrity, and diversity.
- Bachelor's degree required; advanced degree preferred.



OPPORTUNITIES & CHALLENGES

Cathedral High School seeks a President who is a faithful and articulate witness to the Catholic intellectual and spiritual tradition, with a deep commitment to ensuring that every aspect of school life reflects the truth, beauty, and goodness of the Catholic faith.

As the school's primary ambassador and external representative, the President will shape and implement forward-looking strategic and operational plans that strengthen institutional advancement—especially in development, enrollment management, financial sustainability, and community engagement.

The ideal candidate will be a mission-driven, visionary leader with a proven ability to inspire, unify, and mobilize the school community in pursuit of excellence and innovation. This individual will bring strategic insight, a deep passion for Catholic education, and a growth-oriented mindset to support Cathedral's ongoing academic excellence, long-term financial health, and vibrant faith-based culture.

OPPORTUNITIES & CHALLENGES, CONT.

The President will provide strategic leadership for all non-academic operations and play a central role in advancing the school's mission. Key responsibilities include the continued development of a robust advancement program, with particular emphasis on fundraising, enrollment, financial stewardship, and stakeholder engagement.

Reporting to the Board of Trustees and serving as a key member of Cathedral's leadership team, the President will work closely with the Principal, Chief Financial Officer, and other senior leaders to ensure that non-academic functions—including development, finance, facilities, marketing, and admissions—are managed with transparency, effectiveness, and alignment with the school's strategic vision.



COMPENSATION & BENEFITS

We value our employees and offer a Total Rewards package to support your overall well-being, including:

- Salary Range: \$200,000 - \$250,000 per year
- Medical, dental, prescription, and vision plans to keep you and your family healthy
- Paid Time Off: Vacation, sick leave, and holidays
- Retirement Savings: A 403(b) retirement plan with employer contributions
- Long-term disability coverage
- Life Insurance



ABOUT THE AREA

New York City is a bustling cosmopolitan metropolis often described as the cultural, financial, media, and entertainment capital of the world. Manhattan, the smallest of New York City's five boroughs by geographic size, is also the most densely populated. Located almost entirely on Manhattan Island near the southern tip of the state, it serves as the urban core of the New York metropolitan area.

Manhattan hosts some of the most visited tourist attractions globally, including iconic skyscrapers, monuments, and landmarks such as the Statue of Liberty, Brooklyn Bridge, and Empire State Building. Many of these renowned sites are within walking distance of one another or just a short ride away, including Central Park, Times Square, and Rockefeller Center.

New York City is both the world's most economically powerful city and its leading financial center, anchored by Wall Street in the Financial District of lower Manhattan. The city is home to numerous prestigious colleges and universities, including Columbia University and New York University. The headquarters of the United Nations is also located in Manhattan.

The television industry is a major employer in the area, with the four major American broadcast networks—ABC, CBS, NBC, and Fox—as well as Univision and many cable channels headquartered in Manhattan.

Manhattan also boasts world-class cultural institutions, including the Metropolitan Opera, Carnegie Hall, and numerous theaters on and off Broadway. Madison Square Garden, located in Manhattan, is home to the New York Knicks (NBA) and New York Rangers (NHL). The city is also home to the 9/11 Memorial and Museum.

Cathedral High School is situated in the Manhattan borough, near Central Park, within the Carnegie Hill neighborhood. This area, known for its mix of classic brownstones and high-rise buildings, lies near Museum Mile—a stretch of Fifth Avenue adjacent to Central Park that attracts visitors to world-famous cultural institutions and museums such as the Metropolitan Museum of Art, the Guggenheim Museum of Art, Neue Galerie, the Frick Collection, and El Museo del Barrio.



APPLICATION PROCEDURE

To apply, please submit the following four documents, confidentially, and as separate PDF attachments.

- Cover letter that aligns your experiences and skill sets with the current needs of the school as you understand them.
- Current resume with all appropriate dates included.
- Samples of your recent work such as writing, social media or website work, designs, marketing campaigns, and/ or other communiques.
- List of five references to include names, relationships, phone numbers, and email addresses (No references will be contacted without your knowledge and approval.)

Cathedral High School is an equal opportunity employer committed to diversity, equity, and inclusion. We welcome applications from all qualified candidates who share our mission and values.



Interested in this opportunity? Contact:

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