



Director of Admissions

SEARCH PROSPECTUS



Bishop Machebeuf High School

DENVER, CO

www.machebeuf.org

START DATE – JULY 2018



Mission Statement

Based on the foundation and heritage of Bishop Joseph P. Machebeuf, our mission is to be an academic community of faith that strives to form the hearts, minds, and souls of our students in the Gospel of Jesus Christ and the living Tradition of the Catholic Church.



About the School

Founded in 1958, Bishop Machebeuf High School is named after Colorado's first bishop, Joseph P. Machebeuf. As one of two Archdiocesan high schools, the school community serves students from the Denver Metro area as a coeducational, college preparatory high school located on an 11-acre campus in the vibrant Lowry development. This warm and welcoming school draws the most diverse socioeconomic and culturally varied student population of any Catholic high school in Denver.

Machebeuf is recognized as a Top 50 Catholic High School in the United States by the Cardinal Newman Society, having earned this prestigious award in 2006, 2007, 2008 and in 2012. The award measures a school's strength in three main areas: Academic Excellence, Civic Education, and Catholic Identity. For over 50 years, this distinguished school community has provided a faith-based education in the rich traditions of the Catholic Church. Machebeuf is home to a community of over 370 students that continues to grow every year.

Machebeuf was also awarded recognition as a National Catholic Education Honor Roll School by The Cardinal Newman Society. The Honor Roll program recognizes high schools that are committed to strong Catholic identity and model the Principles of Catholic Identity in Education. The five principles are: Inspired by Divine Mission; Models Christian Communion; Encounters Christ in Prayer, Scripture, and Sacrament; Integrally Forms the Human Person; and Imparts a Christian Understanding of the World. BMHS is one of approximately 20 high schools in the country that has been included in The Honor Roll during this academic year. This award is another indication of Machebeuf's strong teaching faculty that seeks to integrate faith and reason from the heart of the Church into the heart of the classroom.

A Spirit of Community

Everyone at Bishop Machebeuf High School is an important member of the community. That's what creates the spirit you'll feel on our campus. Students and faculty truly care about each other as people and respect each other as individuals. With only 380 students, you will get to know people well and have the opportunity to make close friends. You will spend time with other students in the classrooms, in the Commons, on the playing field, and in the various co-curricular activities offered at Machebeuf. Whatever happens, everyone values your effort. You'll find this community spirit everywhere at Machebeuf.



FAST FACTS



Our Promise

Students will experience a more complete development as well as unsurpassed academic and personal success. We deliver a rigorous academic curriculum, faith formation, a nurturing community, and reinforce the family environment.

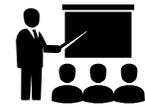
The Position

Bishop Machebeuf High School is seeking an enthusiastic and passionate candidate to serve as their next Director of Admissions who will embrace their strong Catholic mission while raising their admissions and marketing efforts to new heights. Reporting to the Executive Director of Advancement, the Director of Admissions is charged with representing to the larger, extended, and public communities outside of the school that the primary mission of BMHS is to offer its students a quality Catholic education and rigorous academics in a nurturing community that reinforces the family environment. The Director of Admissions represents the school to many different constituencies and must demonstrate a working knowledge of the school's strong Catholic philosophy and its application toward serving its mission.

General Responsibilities

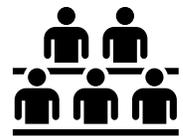
The following is illustrative, but not all inclusive of what is expected of the DIRECTOR of ADMISSIONS at Bishop Machebeuf High School:

- Develop a comprehensive student recruitment and retention program for BMHS.
- Provide analyses, projections, and updates of enrollment data on a monthly, quarterly, and yearly basis to the Principal, Management Team, Board of Trustees, and Faculty.
- Oversee Admissions office, including setting of the calendar.
- Supervise and allocate both Admissions and Marketing budgets
- Is directly responsible to the Principal.
- Attend Management Team meetings.
- Assist in creation and implementation of a Strategic Plan for Development.
- Create and maintain ongoing long-range Enrollment Growth Plan.
- Work collaboratively with internal staff on Student Retention Plan.
- Actively engage, visit and recruit prospective students by "going into the field" on a regular basis.
- Update and maintain accurate student data in Sycamore database.
- Update and maintain the Admissions component of the website.
- Maintain collaborative and current working relationships with local feeder schools and parishes.



17:1

Student/Teacher
ratio



368

Enrollment
2017-2018



\$4.9M

In college
scholarships



98%

College acceptance rate
(over the past 4 years)



Our Core Values

- Devotion to God
- Academic Excellence
- Community Service
- Ethnic and Cultural Diversity
- Christian Morality

Catholic

Our students grow in their love of God through the heart of the Church so that they live as life-long disciples.

Academic

We offer rigorous academics that emphasizes critical thinking that prepares students for college and life as a Christian.

Community

Machebeuf is a diverse and tight family where students are connected to each other, faculty, and our community.



Challenges and Opportunities

Bishop Machebeuf offers families an opportunity to enroll their child in a small, caring, diverse school community where students can thrive. They have unique opportunities to participate in a wide variety of activities at the highest level, while openly practicing their faith. The school enjoys the reputation of being one of the most welcoming and supportive communities for students from diverse economic, cultural, racial and academic backgrounds. The “House” system they employ has been very successful in providing student support across grade levels while fostering student leadership opportunities.

The school community takes pride in offering academic programs for struggling learners such as the Learning Strategies Program (LSP) and serving economically disadvantaged populations in the community. There is a pervasive belief that there is great potential in expanding the school’s outreach marketing efforts to a broader local community. The current enrollment is 370 high school students with a current capacity of 440.

Finally, the challenges the new Director of Admission will face are similar to those faced in Catholic high schools across the country – decreasing enrollment in local Catholic elementary schools, strong competition from other Catholic and public high schools, rising costs of tuition in a predominantly middle-class community, and outdated perceptions about Catholic education.



FAST FACTS



THE CLASS OF 2017

53%

Attends an
in-state
college or University

42%

Attends an
out-of-state
college or University



Desired Qualities and Characteristics

- Practicing Catholic in communion with the Church who is a faith-filled and Christ-centered servant leader that embraces, models, and champions the traditions and values of the Catholic education.
- Exceptional communication, interpersonal, and public speaking skills while serving as a highly visible public face of Bishop Machebeuf High School in building constructive relationships with all stakeholders.
- A relationship builder who is able to establish immediate rapport and trust with prospective parents, students, faculty & staff. Willing to build relationships with the priests, principals, and teachers in the local Catholic elementary schools.
- Accessible and approachable style who knows how to relate to students, while being extremely visible and interactive on campus and at school events.
- Is willing to be available evenings and weekends to host and attend prospective parent gatherings and events. Ideally someone who knows the Denver Catholic community.
- Convincing, passionate, and persuasive team player who preferably has training or experience in marketing or graphic design.
- Bachelor's Degree is required, with an advanced degree preferred.
- Previous experience in Admissions or Enrollment Management strongly preferred at either Catholic/private school or collegiate level.
- Experience collecting and interpreting various forms of demographic and enrollment data in order to implement data-driven strategies.



Over the past
four school years

98%

of Machebeuf students have
accepted to four-year colleges
and universities nationwide

Over the past
five school years

95%

of Machebeuf students have
matriculated to four-year
colleges and universities



6,000+

Alumni

Colleges & Universities of the Classes of 2013-2017

American Musical & Dramatic Academy
Arapahoe Community College
Art Institute of Colorado
Ave Maria University
Baylor University
Belmont Abbey
Benedictine College
Binghamton University
Boston University
California Polytechnic State University
Catholic University of America
Chinese University of Hong Kong
Cleveland State University
Colorado Christian University
Colorado Mesa University
Colorado School of Mines & Technology
Colorado State University
Community College of Aurora
Community College of Denver
Concordia College
Concordia University
Creighton University
Drake University
Eckerd College
Embry-Riddle Aeronautical University
Evergreen Valley College
Florida State University
Fort Hays State University
Fort Lewis College
Franciscan University of Steubenville
Full Sail University
Georgetown University
Gonzaga University
Grambling State University
Grand Canyon University
Hampden University
Hawaii Pacific University
Hofstra University
Johnson & Wales University
Kansas State University
Long Island University - Global College
Loyola Marymount University
Loyola University Chicago
Merrimack College



About Denver

Founded in the mid-1800s as a mining hub during the gold rush, Denver has come a long way since its Wild West days. Over time, its residents have evolved from gun-slinging gamblers into an easygoing crowd of ambitious, progressive-minded fitness fanatics and nature lovers who are eager to push the envelope on everything from civil rights to drug laws. Nicknamed the Mile-High City for its 5,280-foot elevation (although officially reported as 5,279 feet), Denver's location at the base of the Rocky Mountains provides a gateway to a slew of outdoor pursuits, although it is probably best known for its devout ski and snowboard enthusiasts.

To clarify a common misconception, Denver is not a mountain town. It actually takes at least an hour to drive to the Rockies. But there are some great places for recreating within a 30-minute drive of downtown, such as Red Rocks Park and Cherry Creek State Park.

Many Denverites are out-of-state transplants. Between 2010 and 2014, the metro area experienced one of the largest influxes of domestic migrants in the country. Regardless of where they were born, the majority of Denver's residents are loyal liberals (despite being located in a more conservative state) and have led the metro area to many progressive milestones, including the legalization of same-sex marriage and recreational marijuana use.

Denver's population is fairly young, with millennials making up more than 20 percent of the population. The Mile-High City is also known as a good area for singles: The male-to-female ratio is about 50/50, and a quarter of the population over the age of 15 has never been married.

Roughly half the Denver population identifies as religious, with the majority of them practicing Catholicism. Other religions represented in the community include other forms of Christianity, Judaism and several Eastern religions.

Denver offers more than 5,000 acres of parks, trails, golf courses and playgrounds. In fact, many of Denver's most prominent neighborhoods are built around and named after such beloved green spaces like Washington Park, City Park, Cheesman Park and Sloan's Lake. The metro area's proximity to the Rocky Mountains also creates numerous opportunities for residents to ski and snowboard in the winter.



Application Procedure

To apply, please submit the following materials, confidentially and as separate PDF attachments in one email to Dr. Bob Tift. Please include Bishop Machebeuf High School in subject field.

- Cover letter that aligns your experiences and skill set with the current needs of the school as you understand them.
- Current resume with all appropriate dates included.
- Statement of Catholic educational philosophy.
- List of five references including names, physical addresses, phone numbers and email addresses. No references will be contacted without your knowledge and approval.



Dr. Bob Tift, Executive Recruiter and Partner
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Colleges & Universities of the Classes of 2013-2017

CONTINUED

Metropolitan State University of Denver
 Missouri Baptist University
 Montana State University, Bozeman
 Morehouse College
 Mount Marty College
 Northern Arizona University
 Oklahoma Wesleyan University
 Pennsylvania State University
 Pepperdine University
 Regis University
 Rockhurst University
 San Diego State University
 Santa Clara University
 Seattle University
 Seton Hall University
 South Dakota School of Mines & Technology
 Texas A&M University
 Texas Christian University
 United States Air Force Academy
 United States Merchant Marine Academy
 University of Arizona
 University of California, Santa Cruz
 University of Colorado, Boulder
 University of Colorado, Colorado Springs
 University of Colorado, Denver
 University of Dallas
 University of Dayton
 University of Denver
 University of Hawaii at Manoa
 University of Kansas
 University of Kentucky
 University of Mary
 University of Missouri
 University of North Dakota
 University of Northern Colorado
 University of Portland
 University of San Diego
 Universidade de Sao Paulo
 University of St. Mary
 University of St. Thomas
 University of Wyoming
 Western New Mexico University
 Xavier University of Louisiana
 Yonsei University of South Korea



**SCHOOL LEADERSHIP
SEARCH SOLUTIONS**

Partners in Mission School Leadership Search Solutions is a division of Partners in Mission, the nation's leading full-service consulting firm focused exclusively on developing excellence in Catholic school advancement and leadership. Since 2008, our dedicated team of professionals have partnered with clients to advance their missions by providing comprehensive and effective solutions to address the challenges they face every day.

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