

Vision Statement: CKS students will *live the Catholic faith* in a global society.

Mission Statement: Christ the King School develops Character, Knowledge, and Spirit in its students and community by *living the Catholic faith* through sharing the sacraments, promoting academic excellence, and engaging in service.

Information about CKS:

- The Cathedral school of the Diocese of Lexington is the largest elementary school in the diocese.
- Named a Blue Ribbon School in 2006 & 2017.
- Founded in 1951 and was staffed by the Sisters of Divine Providence until 1985.
- 485 students in grades PreK2 through 8 and 95% of students are Catholic.
- Fr. John Stowe is the Bishop of the Diocese of Lexington.
- Fr. Paul Prabell is the Rector of Christ the King Cathedral.
- Mrs. Paula Smith is the Principal of Christ the King School.

Education & Other Qualifications:

- Roman Catholic (preferred, but not required)
- Bachelor's Degree required; Master's Degree preferred (marketing/public relations and communication)
- Proficient with Google Suite and other applications
- Two years of successful experience (including proven history in fundraising and sales)
- Experience managing a team of both professionals and volunteers
- Excellent oral, public and written communication skills
- Demonstrate Servant Leadership Skills

MARKETING

- Oversee marketing of the school through print, social media, and advertising, using current research and best practices, making changes as needed and working within budget, in order to bring new families into our school community.
- Promote a positive school culture and sense of servant leadership, leading other personnel to market our school positively and following school-wide marketing goals.
- Promote our school by keeping CKS information about events and accomplishments in the local media.
- Produce and update annual promotional information to share with community and prospective families, including Annual Report, prospective family folders, and fact sheets.

ADMISSIONS/REGISTRATION

- Organize admissions processes for easy enrollment of new families entering the CKS community including collaboration with CKS personnel and current school where applicable.
- Communicate with new families throughout the admissions process, including summer communication.
- Maintain accurate records including the input of student data and the access of church databases to best organize admissions information.
- Introduce new families to our school community through a variety of events and communications.
- Prepare and host school events for new and current families (New family orientation and assist PTO with Back to School Blast).
- Prepare, advertise, and execute an open house and new family registration, and re-enrollment for current and prospective families.
- Process records of incoming and outgoing students.
- Maintain a schedule in order to manage inquiries and tours, including summer hours.

DEVELOPMENT

- Work with administration and faculty to promote the mission and vision of the school.
- Promote a positive view of school within the community.
- Oversee fundraising, acting as liaison between school and fundraising committees (Oktoberfest, BBF, and PTO).

- Build partnerships with the community bringing resources into the school through sponsorships and support.
- Organize open houses and events to engage community and extended family (Grandparents Day, Grandparents Loyalty Circle, Veterans' Day).
- Increase diversity within the school through enrollment.
- Maintain database and relationship with CKS alums and loyalty circle.

COMMUNICATIONS

- Maintain open lines of communication between school, families, and parish.
- Share events with the diocese and community at large through local media outlets.
- Keep families and school community abreast of up-to-date information through a variety of outlets.
- Advertises and communicates school events and activities, such as Oktoberfest, Grandparents Day, open houses, registration, Veterans Day, Sip & Shop, iGive Catholic, Big Blue Fling, Operation Sprout.

OTHER:

- Ability to collaborate with all stakeholders.
- Maintain a flexible schedule.
- Independent, motivated self-starter.
- Other duties as assigned by the Principal.

Please send resumes to: asmith@ckslex.org