

Director – Jean Frazier Leadership Institute (JFLI) at Sacred Heart Schools

The mission of the Jean Frazier Leadership Institute is to inspire students to discover the leader within themselves and empower them to share their leadership with the world. The vision of JFLI is to be recognized nationally as the preeminent student leadership program, serving as a catalyst for shaping society's future and empowering the next generation of leaders. Sacred Heart Schools is seeking a full-time, twelve-month Director effective July 1, 2025, to oversee and facilitate the mission and vision of the JFLI. The Director will be a practicing Roman Catholic who will:

- Develop and oversee all operational, organizational, and curricular aspects of JFLI.
- Collaborate with faculty at all four schools to create and implement curriculum, ensuring programming reaches all students.
- Collaborate with various community business leaders to assess, design, and deploy a relevant internship program, which meets desired learning outcomes and builds critical leadership skills and capabilities.
- Consult and plan with college counselors regarding internship program opportunities, implementation, review, and assessment.
- Meet with the JFLI Advisory Council on an agreed schedule.
- Collaborate with the JFLI Advisory Council in the development and implementation of strategic goals and sequential curriculum for the Institute.
- Connect with key donors on a quarterly basis with an update on the program.
- Work as a team with the JFLI Program Manager.
- Develop, oversee, and manage the JFLI budget.
- Develop a series of local and national speakers that highlight women's leadership and embraces speakers from diverse perspectives.
- Oversee Lead with Heart.
- Create new pathways for leadership growth.
- Coordinate with Advancement Office/Enrollment Marketing and Communications with respect to web and print based marketing materials.
- Meets regularly with administrators and directors to discuss leadership curriculum, development, and implementation.
- Coordinates with appropriate individuals regarding scheduling of JFLI.
- Participates in long-range planning.
- Develops and communicates the vision for the Jean Frazier Leadership Institute.

Candidates should possess strong leadership, interpersonal and organizational skills; excellent communication skills in both oral and written expression; a strong work-ethic and initiative with attention to detail; ability to manage multiple projects and people and prioritize and self-direct workflow; ability to relate effectively with faculty, trustees, other administrators, parents, students, staff, and other school constituent groups and individuals.

Sacred Heart Schools offers a comprehensive benefits package to employees working at least 30 hours per week, which includes a 50% tuition discount at all four campus schools. Sacred Heart Schools is an Equal Opportunity Employer.

Master's Degree preferred. Leadership development coursework and/or certification preferred. Minimum five years of classroom teaching or co-curricular activities. Experience in private/catholic schools.

Salary will be commensurate with education and experience.

Submit letter of interest and resume to shsemployment@shslou.org

Sacred Heart Schools is sponsored by the Ursuline Sisters of Louisville.