



BELEN JESUIT PREPARATORY SCHOOL

Educating young men since 1854 in the tradition of St. Ignatius of Loyola

Director of Catholic Entrepreneurship Institute Role Description

- QUALIFICATIONS:**
1. Bachelor's Degree (Master's Degree Preferred)
 2. Education background (preferred)
 3. Evidence of strong communication, organizational, and leadership skills
 4. Five years of prior teaching experience at the middle and/or high school level
 5. Entrepreneurial mindset with a passion for fostering innovation and ethical business practices

REPORTS TO: The Principal and Academic Assistant Principals

JOB GOAL: To play a pivotal role in advancing our mission to empower students with the knowledge, skills, faith and values necessary to become ethical and successful entrepreneurs and business leaders. The Director will lead the development and growth of the Institute, engage with business leaders in the community, and teach classes that inspire our students to excel in the world of entrepreneurship and business leadership.

TERM: 10-month, exempt

I. Responsibilities and Functions:

1. Design and develop a cutting-edge entrepreneurship curriculum that aligns with Catholic principles and meets the highest academic standards. Ensure that the curriculum incorporates experiential learning opportunities and real-world applications.
2. Lead classes within the Catholic Entrepreneurship Institute, providing students with a rigorous, innovative and engaging educational experience. Instill a commitment to social responsibility and faith-inspired entrepreneurship in students.
3. Establish and maintain strong relationships with local business leaders, entrepreneurs, alumni and organizations to create opportunities for mentorship, internships, and guest lectures. Act as a liaison between the school, CUA, ACU, Entrepreneurship Committee, and the broader business community. Develop relationships and opportunities for students to utilize their learnings to serve the local community.
4. Develop and implement strategies to grow the Catholic Entrepreneurship Institute into the premier business education program in South Florida and the Jesuit Schools Network,

and internationally as applicable. This includes increasing enrollment, expanding course offerings, and securing funding and resources. Support Belen's diversity initiatives as part of program growth.

5. Provide guidance and support to students interested in pursuing entrepreneurial ventures, including advising on business plans, connecting them with resources, and organizing pitch competitions and networking events.
6. Stay current with industry trends and educational best practices in entrepreneurship. Continuously innovate the institute's offerings to ensure relevance and excellence.
7. Collaborate with other faculty members and departments at Belen Jesuit (specifically the Roberto Goizueta Innovation Center) to weave entrepreneurship principles and opportunities into the broader educational experience.
8. Promote and market the program within the school and externally, with testimonials, social media, videos, interviews, etc.

II. Working Conditions and Physical Requirements:

1. Must have the ability to stand and/or walk for extended periods of time.
2. Workday regularly includes multiple or conflicting demands, deadlines, and time pressures.
3. Work regularly requires sustained concentration.
4. Sufficient vision (with correction) to read and observe distant objects.
5. Ability to work a flexible schedule as hours may vary according to the school calendar.
6. Some evening and weekend commitments are required.

EVALUATION:

The Director of Catholic Entrepreneurship Institute will be evaluated annually by the Principal. The evaluation will be based on the responsibilities listed, the Characteristics of Jesuit Education, and a self-evaluation.

This role description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.