



Charleston Day School in Charleston, South Carolina seeks a new **Director of Finance & Operations**. The School takes pride in hiring dynamic, compassionate, and diverse faculty and staff who are among the finest in their areas of expertise. **Charleston Day School** is committed to a compensation and recognition structure for faculty and administration in order to compete for the best professionals from across the nation.

Tucked behind the gates at 15 Archdale Street sits Charleston Day School, a vibrant learning community with established educational partnerships throughout Charleston. Their faculty is known for its commitment to academic rigor and student success and our curriculum is rooted in more than 80 years of tradition yet committed to remaining at the forefront of education.

The mission of Charleston Day School is to foster scholarship, integrity, respect and responsibility in our students. Charleston Day School partners with families to provide a superior academic, artistic, athletic and ethical foundation, preparing each student for a lifetime of achievement.

The school has retained **Big Back Pack LLC** to execute a national search for its next Director of Finance & Operations. **For more information, contact Steve Mandell at steve@bigbackpack.org.**



The Position

The new **Director of Finance & Operations** will oversee all aspects of the School's finances and operations, working closely with the Head of School, Board of Trustees, and Senior Leadership. S/he must forge strong relationships within the community. The Director of Finance & Operations manages another business office employee and s/he, is a member of the Senior Leadership Team and reports directly to the Head of School as well as works closely with the Board of Trustees. In addition, the Director will have direct, managerial oversight of Facilities, Information Technology, Summer and Aftercare Programs, as well as the Human Resources functions of the school in an effort to maximize services to all stakeholders.

Successful candidates will have measurable experience and interest in both finance and operations as well as demonstrated leadership in a strategic role. The School is looking for a person that is intellectually curious and eager to grow.

Key Qualities of a Successful Candidate:

In addition, the School hopes to find candidates who embody the following personal qualities:

- Ability to thrive in a dynamic environment
 - Genuine commitment to schools and enjoyment in working with students, families, and teachers
 - Ability to anticipate, absorb, and adapt to new ideas and initiatives
 - Ability to self-manage, and guide complex projects through to completion
 - Ability to think strategically about both finances and larger School concerns
 - Ability to balance and prioritize the needs of the School
 - Ability to manage and mentor staff, and be a respected, active member of the School and greater Charleston community
 - Superb communication skills; excellent written, verbal, and presentation skills
 - A confident team player
 - Commitment to diversity, equity, and inclusion practices
 - Evident integrity, positive energy, and a sense of humor
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Core Qualifications and Credentials:

The School is most interested in candidates who demonstrate the following qualifications and credentials:

- Bachelor's degree required; Accounting, Finance, Managerial Accounting. MBA and/or CPA preferred
- 10-plus years of financial and operational experience in a non-profit or for-profit organization(s)
- Direct experience in an independent school is desirable
- Experience on senior administrative teams and working with nonprofit Boards
- Demonstrated experience in measuring and improving organization-wide productivity
- Demonstrated experience in the development of analysis for strategic decision-making, such as key cost drivers, competitive analysis, market analysis, organizational strengths and weaknesses, etc.
- Demonstrated ability to take complex subjects, distill them, and then communicate them to varied audiences
- Strong hands-on approach and keen attention to detail
- Proven experience in effective cash management and bank relations

- Experience in benefits administration, employee, and payroll procedures
 - Experience managing building projects, facilities, and information technology
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Opportunities for the New Director

- The new Director of Finance & Operations will be encouraged to thoughtfully approach a range of issues, including increasing revenue (both tuition and non tuition) and advancing best practices with regard to internal policies and controls related to finance and operations.
 - Build and/or maintain the School's short and long-term strategic financial models in response to Strategic Planning.
 - Support implementation of Strategic Plan initiatives.
 - Migrate School's payroll function to a new tech/vendor platform.
 - Review financial systems, facilities, and IT infrastructure and operations to advance system wide integration.
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Functional Responsibilities of the Director of Finance & Operations

- Oversees the management and operation of the Business Office, including accounting and record-keeping, financial reporting, human resources, cash management, bank reconciliations, fixed asset record-keeping, tuition billing, accounts payable and receivable.
- Oversees and provides direction for information technology, facilities, maintenance, custodial services, security, and outside transportation partners. Develops and recommends campus policies and procedures related to these functions.
- Serves as first line responder for immediate maintenance issues as they arise and then coordinates with third party partner (TKC) and other vendors as necessary.
- Develops and recommends a staffing and service plan to address the needs of the campus for maintenance of its facilities. Supervises and implements approved plans.
- Develop, administer and report on the operating and capital budgets to the Head of School, the Board of Trustees and its Finance Committee.
- Build and/or maintain the school's short and long-term financial models to provide a basis for budgets and in support of strategic goals.
- Provide transparent financial reporting and planning that builds trust among administrators, faculty, staff, students, alumni, parents, and trustees.
- Lead in the implementation and administration of all employment and human resource policies and procedures, as well as all employee benefit programs (including health insurance, the retirement plan, life and disability insurances and workers compensation insurance).

- Oversee administration of the School's endowment portfolio and report to the Board's Finance Committee; monitor application of the Investment Policy and coordinate with consultants, investment managers and custodians.
 - Manage the school's relationships with lenders and bankers, particularly in regard to debt instruments and their governing agreements; report as required to lenders and credit rating agencies.
 - Oversee preparations for annual audits of the School and its Retirement Plan and the issuance of the resulting sets of financial statements; ensure timely filing of any required tax returns, including Forms 990 and 5500.
 - Manage the reporting and fiduciary processes for the School's 403b retirement plan.
 - Oversee the preparation and review of applications for financial aid from returning families and applying candidates to be offered admission.
 - Ensure compliance with governmental regulations and the changing regulatory environment by staying current on law and any statutory requirements that may affect compliance, and to be aware of legislative actions and other legal issues that may affect the School, and to inform the Head of School of same.
 - Manage and insure the School's exposure to risk (including general and commercial liability), to maintain appropriate levels of insurance to protect the value of the School's physical and financial assets and to promote the safety of personnel and students in their use of the facilities.
 - Supervises staff and coordinates with professional firms who evaluate scope of campus projects, prepares cost estimates and alternatives. Recommends use of on campus forces or contracted services. Supervises staff that provides technical assistance throughout process for bids or professional service contracts. Represents school in negotiations with vendors and contractors.
 - Collaborating with the school's counsel as needed, be responsible as primary signatory on behalf of the School for the financial and practical aspects of bids, contracts and leases.
 - Lead in identifying additional school revenue, particularly through auxiliary enterprises, and oversee pricing and compensation decisions (in conjunction with the Head of School) for all non-school programs.
 - Perform other duties as assigned by the Head of School and, in general, support the School and its leadership.
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Why Work at Charleston Day School?

“Our faculty and administrative staff are made up of individuals of excellence. Charleston Day School offers quality compensation packages and encourages ongoing professional development for all employees.”

All applications are considered without regard to race, color, religion, sex, national origin, age, veteran status or the presence of non job-related medical condition or disability.

The salary range for this position is competitive and includes a comprehensive benefits package (medical, dental ,and retirement)

To Apply

Interested and qualified candidates should submit electronically in one email and as separate documents (**preferably PDFs**) the following materials:

- A cover letter expressing their interest in this particular position
- A current résumé
- A one-page statement of professional philosophy and leadership practice
- A list of five (5) professional references with name, phone number, and email address (references will be contacted only with prior candidate approval).

All materials should be sent via email to:



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Consultant & Advocate
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