

Friends School of Baltimore seeks a new **Assistant Head of School for Finance and Operations**. Founded in 1784, Friends School of Baltimore provides a coeducational, college preparatory program guided by the Quaker values of truth, equality, simplicity, community, and peaceful resolution of conflict. By setting high standards of excellence for a diverse and caring community, Friends seeks to develop in each student the spiritual, intellectual, physical, and creative strengths to make a positive contribution to the world.



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

The Position

The Assistant Head of School for Finance and Operations shall be responsible for the maintenance and review of all School financial records, the implementation and oversight of the School's annual and long range budgets, and other related matters assigned to the position by the Head of School.

The Assistant Head shall function under the direct supervision of the Head of School, to whom he/she shall be responsible for the development of plans and the management of all affairs under his/her purview. The Assistant Head shall work in close contact with the Assistant Head for Enrollment Management, the Director of Development, and the Director of Facilities.

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 an outstanding financial professional, effective communicator, and a true team player.

Primary Functional Responsibilities

Duties and responsibilities include the following:

- Ensure the use of standard accounting and bookkeeping procedures and internal controls to keep an accurate continuous record of the cash and financial position of the school and, manage the financial operation of the school so that the institution remains financially stable.
- Establish a plan and schedule for the preparation of the annual budget and long-range budgets that will permit the setting of the succeeding year's tuition at a Board of Trustees meeting early in the calendar year.
- Prepare long-range operating and capital budgets; manage costs of major capital projects and deferred maintenance.
- Participate in strategic planning discussions with the Board of Trustees and senior leadership team to achieve long-term sustainability.
- Develop and implement personnel policies and information security policies of the School.
- Supervise the work of the Controller, the Director of Human Resources, the Director of Information Services, the School Store Manager, the Auxiliary Enterprise Managers, the School Nurse, and the Director of Child Care.
- Select and supervise the Food Service operator for the School.
- Secure an annual audit of the school's financial records and financial positions.
- Oversee coordination of financial investments, banking activities, long-term debt, payroll, and all benefit programs. To maintain appropriate, effective relationships with bankers, financing authorities, OCIO provider, retirement plan co-fiduciary, and third party administrators.
- Provide staff support, in conjunction with the Head of School, to the Finance Committee, Investment Committee, and the Executive Committee of the Board of Trustees.
- Assist the Head of School to maintain/update the Emergency Response Plan and serve on the Crisis Management Team.
- Serve on the Financial Aid Committee.
- Serve as a liaison to the neighborhood and broader community.
- Serve as a liaison to Stony Run Meeting with regard to operations.
- Serve as a liaison to Baltimore City with regard to permitting and various requests.
- Serve as risk manager of the school to ensure the safety of personnel and students in their use of the facilities and to maintain appropriate levels of insurance to protect the property and to cover the liability of the school.
- To perform other duties as assigned by the Head of School.

Relationships

The Assistant Head of School for Finance and Operations shall:

- Report directly to the Head of School.
- Attend Administrative Council meetings.

- Work through the Head of School, to recommend to the Board of Trustees such plans, policies, and actions as may be deemed advisable for the proper conduct of affairs under their purview.
 - Attend meetings of the Finance, Investment Management, Enrollment Management, and quarterly Retirement Plan Committees of the Board of Trustees and, at the request of the Head of School, other meetings of the Board of Trustees.
 - Provide required staff work for the Head of School and the Board of Trustees in areas related to the finance and operations of the School.
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Core Qualifications and Credentials

The ideal candidate for the Assistant Head position should have the following work experiences and skill sets:

- Bachelor's degree is required, CPA, M.B.A. and/or a master's degree in a related field strongly preferred.
 - Eight (8) years of work experience in a financial and business leadership position.
 - Experience in an independent secondary school, college or university setting strongly preferred. Individuals with strong financial and leadership experience in a related field are encouraged to explore this opportunity.
 - A strong background in financial systems, modeling and forecasting, investment and risk management; support services administration, business services, human resources and benefit administration.
 - Proven ability to effectively interface with multiple stakeholders at all levels of the School community.
 - Excellent communication skills, both oral and written.
 - Knowledge of and experience in setting up effective financial controls.
 - Strong background in finance, budgeting, investing, and cash management.
 - Effective negotiation skills in developing agreements with external vendors.
 - Interest in industry associations and "best practices" and the ability to keep current, and bring about appropriate change.
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Key Qualities of a Successful Candidate:

The School hopes to find candidates who embody the following personal qualities:

- Care and concern for all members of the School community and a demonstrated interest in supporting and advocating for the faculty and staff.
- Creativity, a positive outlook, warmth, proactive orientation, empathetic leadership, humility, and a sense of humor are helpful.
- An open mind and heart, striving to build positive relationships with all.

- Ability to thrive in a dynamic environment -- prepared to anticipate, absorb, and adapt to new ideas and initiatives.
 - Ability to self-manage and guide complex projects through to completion.
 - Ability to set priorities, organize, and work independently. Strong delegation skills.
 - Ability to think strategically about both finances and larger School concerns, while working to balance and prioritize the current needs of the School.
 - Interest in being a life-long professional learner in response to both the changing landscape of independent school education as well as the greater world.
 - Ability to manage and mentor staff, and be a respected, active ambassador of the School and greater Baltimore community.
 - Experience and/or interest in working in a Quaker school setting, appreciation for the Quaker decision making process of consensus building.
 - Ability to communicate complex financial information to a broader audience.
 - Understanding and appreciation of the School's history and diverse community.
 - Authentic commitment to excellent customer service and caring for all families and members of the School community.
 - Approachable and accessible. A calm and confident professional.
 - High level of integrity, an extraordinary work ethic, and an interest in being a positive role-model.
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Opportunities for the New Assistant Head of School for Finance and Operations

- Build and/or maintain the School's short and long-term strategic financial models in response to a new Strategic Plan.
 - Lead in the retention, development, and growth of an outstanding Business Office team.
 - Increase focus on treasury management -- cash flow and collections.
 - Examine existing financial systems, business relationships, infrastructure and operations to provide improved services as well a unified and positive experience for all stakeholders.
 - Finally, the new Assistant Head for Finance & Operations will be encouraged to bring fresh ideas on a whole host of issues, including tuition pricing, financial aid, increasing revenue and internal policies and controls that allow for increased transparency related to budgeting, forecasting, and long-term viability questions.
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Working at Friends School of Baltimore

Picture yourself -

- In a community where adults and children **learn** from and with one another and truth is accessible to all;
- Where individuals from different backgrounds **share** their perspectives and find connection;
- Where we actively seek to promote social justice through **meaningful engagement** with partners in Baltimore City and elsewhere.

Now picture yourself at Friends.

For the people who work there, Friends is more than an employer. It is a dynamic learning community grounded in mutual respect, where creativity, innovation, and collaboration inform our practices, in the classroom and in the conference room. You will be challenged, but in the best way possible, by people who believe in you and your abilities to grow personally and professionally.

Friends is an Equal Opportunity Employer and its employment decisions are without regard to age, race, color, religion, gender, national origin, physical, or mental disability, sexual orientation, marital status, veteran status, or any category protected by law. This policy applies to all terms and conditions of employment.

To Apply

Interested and qualified candidates should submit electronically in one email and as **separate PDF documents** 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
- An annotated list of five professional references with name, phone number, and email address (references will be contacted only with prior candidate approval). **Must include past employers that are immediate supervisors.**

All materials should be sent via email to:



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