



The Children's School

Nurture the Amazing

The Children's School (TCS) in Atlanta, Georgia 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. **The Children's 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.



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.**

TCS is a progressive school serving students from age three through eighth grade in a diverse community in Midtown Atlanta. Grounded in principles of excellence, innovation, and play, our graduates are passion-driven young adults who lead lives of purpose in an interconnected world.

The mission of The Children's School is to enrich minds and inspire dreams. Their joyful and nurturing campus supports students to take risks and challenges them to make a positive impact on our ever-changing world. **Visit www.tcsatl.org to learn more about the school.**

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 larger school community, and will be asked to manage roles and responsibilities of the Operations Team to maximize service to the mission of the school.

The Director will have direct, managerial oversight of the Facilities and Information Technology functions of the school, while working in partnership with the Director of Human Resources. The Director of Finance & Operations 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.

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. A dynamic team builder, the new Director must be flexible and authentic - someone who can fully embrace the School, its mission, and community.

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
 - 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 community
 - Commitment to close management of the diverse aspects and important detail associated with the Finance and Operations functions of the School
 - Superb communication skills; excellent written, verbal, and presentation skills
 - A confident team player
 - Early adopter, forward thinking mindset in regards to technology
 - Committed to equity and inclusion practices
 - Evident integrity
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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; MBA preferred. Accounting, Finance, Managerial Accounting. A certified public accountant (CPA) now or in the past would be a plus.
- 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 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.
 - Build and/or maintain the School's short and long-term strategic financial models in response to Strategic Planning.
 - Create an approved accelerated plan for debt repayment.
 - Establish and implement a policy to add to the School's cash reserves.
 - Shepherd successful implementation of action items from risk management plan.
 - Develop a plan to increase financial aid resources.
 - Integrate financial systems, facilities, and IT infrastructure and operations to provide a unified and positive experience for all stakeholders.
 - Lead in the retention, development, and growth of an outstanding Business Office team.
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Functional Responsibilities of the Director of Finance & Operations

- Oversee the management and operation of the Business Office, including accounting and record-keeping, financial reporting, cash management, bank reconciliations, fixed asset record-keeping, tuition billing, accounts payable and receivable.
- Provides leadership and general direction for information technology, facilities, maintenance, custodial services, security, and transportation. Assists in the development of campus policies and procedures related to these functions.
- Develops and recommends a staffing and training plan to address the needs of the campus for maintenance of its facilities. Supervises and implements approved staffing and training 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.
- Share 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).

- Serve as chief staff liaison to the Operations Committee of the Board of Trustees, working closely with Committee chair and organizing agendas and meeting materials and presenting at meetings.
- Oversee administration of the School's endowment portfolio and report to the Board's Finance Committee; monitor application of the Investment Policy and execute investment decisions of the Committee; 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; coordinate and manage relationships with interest-rate swap counterparties.
- 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.
- As a standing member of the Financial Aid Committee, meet regularly during the admissions season (and as otherwise needed) to review applications for financial aid from returning families and applying candidates to be offered admission, and participate in decision-making on specific amounts and types of financial assistance to be offered.
- 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.
- Be aware of opportunities for generating 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.

In leading the Operations Team, the Director of Finance and Operations is supported by an outstanding team of two (2) professional business office staff and closely manages the Facilities and Information Technology Departments of the School.

Why Work at The Children's School?

Join a faculty and staff characterized by a passion and commitment to diversity, optimism and positive energy, respect, kindness, and a desire for excellence. The Faculty and Staff are continuously in pursuit of enhancing their knowledge and skills through professional development, and they are truly invested in the success of each student. From a member of the faculty and staff:

“I appreciate the confidence our community has in our educational institution, with a commitment to embracing our mission and fulfilling our goals. I am honored to have the opportunity to be part of a strong and sensitive organization where all of our attempts to become innovative, be it with curriculum, or physical plant, are directed to the needs of what is best for the students.”

The Children's School is committed to providing equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to age, race, color, sex, national origin, citizenship status, religion, disability/handicap, sexual orientation or any other protected status in accordance with the requirements of all federal, state, and local laws.

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

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:

Steve Mandell, M.Ed.
Consultant & Advocate
Big Back Pack, LLC
steve@bigbackpack.org
