



Chesapeake Bay Academy (CBA), serving students and families across the **Hampton Roads region of Virginia**, seeks applications for a new Business Manager. For administrative and support staff, CBA is a collaborative, welcoming environment where students, parents, and staff work together to achieve success. Their staff play a key role in fulfilling CBA's mission.



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

The Position

Working collaboratively with and reporting directly to the Head of School, the Business Manager holds a key position in the school administration, directs both strategic and tactical non-academic operations, and serves as liaison to the Finance and Investment committees of the Board of Trustees. This position requires a thorough knowledge of finance and financial management, gained through education and experience in the business/economics (for profit) sector as well as in independent schools (and the not for profit sector). CBA's Business Manager must be a creative, passionate educator/leader; as much a people person, as a money person.

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 or Managerial Accounting. A certified public accountant (CPA) now or in the past would be a plus.
- 10-plus years of financial and business leadership in a non-profit organization(s). Direct experience in an independent school is desirable.
- Experience on senior administrative teams and working with non-profit 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 human resource management, employee, and payroll procedures.
 - Familiarity with a variety of accounting and business operations systems including ??? and the ??? suite of cloud based applications, or similar platforms.
-

Functional Responsibilities of the Business Manager include:

- Lead the work of the school business office personnel and use standard accounting and bookkeeping procedures 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.
 - Prepare a monthly operating statement for the head of school and the board of trustees.
 - Provide a monthly report of expenditures for the use of each individual budget center within the school.
 - Establish a plan and schedule for the preparation of the annual budget that will permit the setting of the succeeding year's tuition at a Board of Trustees meeting in May.
 - Provide for the securing of an annual audit of the school's financial records and financial positions.
 - Oversee all school purchasing, banking activities, payroll and benefits program.
 - Provide staff support, in conjunction with the head of school, to the Finance, Investment and Executive Committees of the Board of Trustees.
 - Manage risk at 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.
 - Oversee and coordinate the work of the office and support staff.
 - Assist the Head of School with decisions regarding salaries and benefits for all personnel, including the evaluation of support staff.
 - Represent the school at various regional, state, and national associations relative to the role of being the business manager.
 - Perform other duties as assigned by the head of school.
 - To support the school and its leadership.
-

Key Qualities of a Successful Candidate:

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

- Exhibits an understanding of and appreciation for students (and families) with a broad range of learning styles and differences.
- Supports CBA's passion to build self-confidence in our students as they learn to advocate for themselves and to prepare for success in college and beyond,
- A genuine desire to build on the successes of our school, and the energy and vision to lead and manage at a crucial stage in CBA's development.
- Ability to thrive in a dynamic environment. An entrepreneurial mindset.
- Commitment to clear and decisive decision making, delivered with an empathetic and supportive heart.
- Approachability, presence, and accessibility by the community.
- Positive energy and outlook.
- 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 Business functions of the School.
- Superb communication skills; excellent written, verbal, and presentation skills. A good listener.
- Committed to equity and inclusion practices.
- Evident warmth and integrity.
- Most importantly, the next Business Manager will subscribe to the School's core values, mission, and philosophy and will seek to uphold and promote them.

Other Opportunities for the New Business Manager

- Build and/or maintain the School's short and long-term strategic financial models in response to the current and future Strategic Plans.
 - Lead in the retention, development, and growth of an outstanding Business Office team.
 - Manage the continued advancement and implementation of technology and cloud-based systems in support of the Finance, Business, and Human Resources functions of the School.
 - Finally, the new Business Manager 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.
-

The School's Mission

The mission of Chesapeake Bay Academy is to educate students through academic programs individualized to address their learning differences, empowering them with the skills and confidence necessary for success in higher education, careers and life.

The School's Vision

The vision of Chesapeake Bay Academy is to continuously improve an educational environment where students value diversity and families embrace each child's uniqueness.

The School's Philosophy

- Chesapeake Bay Academy is committed to the individual success of students of all races, creeds, ethnic origins, and socio-economic backgrounds who can benefit from the school's specialized programs.
- Chesapeake Bay Academy is committed to providing a supportive, challenging, and safe environment in which students, who demonstrate a discrepancy between academic achievement and aptitude, build self-esteem, discover their capabilities, address their educational differences, and acquire strategies for success.
- Chesapeake Bay Academy is committed to a dynamic curriculum individualized for each student by specific educational plans implemented through multi-sensory instruction, experiences with leading technologies, and close interactions with adult mentor

Why Work at Chesapeake Bay Academy?

The faculty and staff come from diverse life experiences and have a wide range of academic and professional credentials. However, they all have one thing in common - a passionate commitment to empowering students by nurturing their independence, self-esteem and personal pride. CBA offers an opportunity for educators and staff to work in a unique learning environment, sharing their gifts and talents with exceptional students who work hard to succeed and families committed to supporting that goal. The teachers match instruction to individual learning styles, and share a personal commitment to support each student socially and emotionally. At Chesapeake Bay Academy educators aren't just teachers, but also advocates, mentors, and most importantly, champions for their students.

Why Virginia Beach?

Virginia Beach is recognized worldwide as one of the best places to live, work and succeed. It's home to nearly 450,000 people who form a dynamic community with an educated, tech-savvy workforce, a robust economy, a diverse mix of industry and low tax rates.

Events in Virginia Beach are sure to impress. Fireworks on the fourth of July, a restaurant week to win over even the toughest foodie critic, an illuminating holiday parade and year-round festivals that celebrate music, wine, and good old-fashioned family fun all make Virginia Beach the best vacation destination any time of year.

From The Sandler Center for the Performing Arts and Veterans United Home Loans Amphitheater to the steady stream of live music at the Virginia Beach Oceanfront, the stages around Virginia Beach host some of the best concerts on the East Coast.

Virginia Beach also plays host to a lineup of annual events that keep visitors coming back for more year after year. Events like the American Music Festival, Patriotic Festival, Hotel and Restaurant Weeks, The Yuengling Shamrock Marathon, Neptune Festival, Holiday Lights at the Beach, and a summertime concert series from Live! on Atlantic keep the fun flowing through the city through the year.

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).

Chesapeake Bay Academy will not discriminate against any employee or applicant for employment because of age (as defined by applicable law), religion, gender, race, color, national origin, sexual preference, disability, equal pay, genetic information, or any other protected classification. The salary range for this position is competitive and includes a comprehensive benefits package (medical, dental, retirement, and tuition remission).

All materials should be sent via email to:



Steve Mandell, M.Ed., C.S.S.M.
Founder and Principal Consultant
Big Back Pack
steve@bigbackpack.org