



Job Posting

Vice President of Operations

Position Summary

McQuaid Jesuit's Vice President of Operations is responsible for the operational functions of the school. This role has primary responsibility for the planning, implementing, managing, and operations of all the daily activities at the school including finance, Information Technology (IT), facilities, business planning, budgeting, forecasting and investment review, risk management, and compliance.

Essential Functions or Key Responsibilities

- Oversee day-to-day operations of the school including financial, investment, IT, facilities, and business functions
- Prepare annual budget which includes determining key assumptions regarding enrollment, tuition levels, financial aid, staffing, and capital spending
- Create, monitor, and prepare reports for the annual budget and Finance Committee
- Provide strategic recommendations to the president regarding operations
- Inform the president regarding operational updates and concerns
- Establish strong working relationships with the president, external partners, and stakeholders
- Duties include, but are not limited to:
 - Supervising various operational departments including facilities, building security, reception, IT, finance, and cafeteria liaison
 - Providing leadership and strategic direction for IT and IT initiatives, facilities, and finance
 - Participating in coordinating agendas and required meeting materials for the committees for the board of trustees
 - Collaborating with the school's president on risk management matters
 - Collaborating with the school's president on strategic or long-range financial planning
 - Supervising the audit process

Additional Responsibilities

- Participate on the school's financial aid committee and other committees as assigned
- Provide primary support regarding non-academic operations to the president as well as committees of the board of trustees
- Serve in a staff capacity at board of trustees meetings
- Other duties as assigned

Supervisory Responsibility

- Director of Finance
- Director of Facilities
- Director of Information Technology
- Reception and security personnel

Competencies/Skills

- Strategic leadership, interaction and teamwork with the school's president, principal, faculty, staff, parents, alumni, and board of trustees
- Creativity, analytical skills, project development/execution, and management skills
- Excellent collaboration and communication skills at all levels, both internal and external
- A high level of integrity with a cooperative and collaborative approach
- An excellent work ethic with a strong attention to detail
- A strong understanding of and commitment to the mission of McQuaid Jesuit that shapes all decisions: financial, educational, and ethical
- Knowledge and experience in operations, preferably school operations, and best practices including but not limited to personnel matters, facilities, IT, administering financial systems, controls, budgets, and investments

Qualifications

Bachelor's degree in business or a related field; master's degree in business or related field preferred. A minimum of five years of experience in a leadership role with demonstrated ability in budgets, forecasting, and the ability to effectively manage cross functional teams.

Physical Demands

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop; kneel; crouch; talk or hear. Ability to sit and stand and use a computer, retrieve items from a printer. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

Position Type and Expected Hours of Work

This is a full-time, administrative, exempt, 12-month position. Typical office hours are from 8 a.m. to 4 p.m. Monday through Friday. Additional hours may be required and flexible scheduling may be requested based on office/school requirements.

How to Apply

Interested candidates should submit a resume and letter of interest via email to employment@mcquaid.org on or before February 26, 2021.