



NEW CANAAN COUNTRY SCHOOL

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New Canaan, CT

www.countryschool.net

PROFESSIONAL OPPORTUNITY

JOB TITLE: Chief Financial & Operations Officer (CFOO)

OVERVIEW:

The New Canaan Country School, an independent, co-educational day school for students in Beginners (age 3) through Grade 9 from Fairfield and Westchester counties, is seeking an experienced, energetic, collaborative professional for the position of Chief Financial & Operations Officer starting July 1, 2022.

The Chief Financial & Operations Officer (CFOO) is responsible for the management of the financial and business operations assets of the school, working in partnership with the Head of School and other senior leadership. A key responsibility for the CFOO is to strategically plan for the future resource and operational needs of the school.

REPORTING STRUCTURE:

The CFOO reports directly to the Head of School and is a member of the schools Senior Leadership Team. This senior leadership position requires interaction and partnership with the Head of School, Senior Leadership Team, faculty members, staff, vendors and the Board of Trustees. This position plays a key role in supporting the Board of Trustees as the administrator assigned to the Finance, Investment and Audit & Risk Committees.

The CFOO is responsible for the oversight, management and strategic planning of eight functional areas: Finance, Campus Facilities, Safety and Security, Transportation, Food Services, Technology, Plus Program (Auxiliary Services) and the Health Office. The following positions report directly to the CFOO:

- Director of Operations overseeing facilities, transportation, and housing
- Director of Community Engagement overseeing auxiliary programming, food service, events and archives and liaising with the Parents Association
- Director of Technology overseeing IT, academic technology and information systems
- Controller overseeing business office

- Director of Safety and Security
- Associate Director of Administrative Services providing support to finance and operations

PRIMARY RESPONSIBILITIES:

- Provide strategic guidance to the Head of School, Finance Committee and Board of Trustees with regards to financial strategies and sustainability
- Prepare the school's budget and financial model, reviewing, monitoring and controlling the disbursement of funds as planned therein; prepare regular reports for the Head of School and the Board of Trustees
- Compile operating budget and capital expenditure requests from school departments and provide monthly reports of expenditures
- Seek new sources of revenue and obtain cost savings using effective competitive purchasing, control and review
- Provide oversight and implementation of risk management strategies relating to the financial health of the school
- Secure the annual audit of the school's financial records and financial positions
- Supervise the design, implementation, and maintenance of internal controls relevant to the preparation and fair presentation of financial statements and the detection and prevention of fraud
- Serve as liaison to insurance companies and reviews and maintains insurance on the physical plant, liability issues, and all other insurance issues
- Approve all agreements concerning financial obligations, such as school purchasing, financial investments, banking activities, payroll and benefits program and other actions requiring a commitment of financial resources
- Oversee the physical operation of the school and maintenance of campus properties
- Create and oversee an on-going equipment replacement program and asset replacement budget
- Develop, maintain and report all required environmental, health and maintenance standards as required by law and work with the administration to ensure compliance with all regional, state and federal regulations and laws as they impact the school
- Arrange bids and develop specifications for all outside contractual work; oversee the work of outside contractors to ensure compliance with contractual agreements and budgetary restrictions
- Serve on the school's Financial Aid Committee
- Assist the Head of School with decisions regarding salaries and benefits for all personnel
- Oversee school transportation, including routes, schedules and contracts and assess the performance of the transportation companies
- Ensure the effective management of the food service operation and any other auxiliary enterprises of the school
- Oversee and coordinate the work of the secretarial and support staff in conjunction with the Office Manager
- Represent the school at various regional, state and national associations relative to the role
- Participate in strategic planning efforts as directed by the Head of School
- Manage and lead other projects as assigned by the Head of School

QUALIFICATIONS AND EXPERIENCE:

- Ten years of progressive financial and accounting experience with increasing scope and responsibility, preferably in an educational or non-profit environment
- Ten years of proven effective leadership and team development skills
- Bachelor's degree required, MBA preferred, CPA a plus
- Substantial experience with tax issues related to non-profit entities
- Ability to develop and maintain a highly collaborative and supportive working relationship with the Head of School, Senior Leadership Team and Board of Trustees
- Demonstrated experience working effectively with multiple constituencies, such as faculty, administrators, parents, students and volunteers
- Strong record of cultural competence in leading, motivating, developing and evaluating a large and diverse staff
- Ability to manage multiple projects and priorities simultaneously and provide perspective on complex organizations
- Ability to strategize and plan over a one- to five-year span

PERSONAL AND PROFESSIONAL QUALITIES:

- A track record of demonstrated leadership qualities and building strong teams
- A high level of integrity and ethical standards, and a strong work ethic
- Excellent communication, organizational and independent problem-solving skills
- An ability to devise, prioritize, execute and achieve results in a complex institutional environment with multiple demands on time and attention
- An awareness of trends and issues challenging independent school education and the capacity to relate them to the school's situation
- An understanding of technology and the willingness to embrace technological change to achieve more efficient and cost-effective results
- A commitment to treating all members of the community with respect and consideration, and an interest in working in a mission-driven educational environment
- Collaborative, optimistic, patient, mature and team-oriented

ABOUT THE NEW CANAAN COUNTRY SCHOOL:

Founded in 1916, New Canaan Country School is an independent, co-educational day school for students in Beginners (age 3) through Grade 9. The school currently enrolls by division: Early Childhood (age 3-K) 93, Lower School (Grades 1-4) 202, Middle School (Grades 5-6) 110, Upper School (Grades 7-9) 161. The total student enrollment of 566 includes 289 Boys and 277 Girls of which 113 are Students of Color. There are 104 Faculty and the Student to Faculty Ratio is 5:1. The school draws from 18 towns and provides dedicated bus service to Fairfield and Westchester countries.

The mission of New Canaan Country School is to create an active, joyful learning environment where children are challenged to think deeply, question confidently, and act generously so that they may lead lives of impact and purpose. The school values community, courage, curiosity and kindness, and respects childhood as an integral part of life.

The school is situated on a beautiful, rural and scenic 85-acre campus which includes 4 dedicated academic divisional buildings, a main building, 2 gymnasiums, 2 libraries, a performing arts auditorium and a dining hall. It features 35 acres of woodlands and trails, a low ropes course, an outdoor classroom, athletic fields, 4 squash courts, a state-of-the-art training facility and access to an outdoor ice rink and paddle tennis courts. There are spaces dedicated to student woodworking, science, robotics, engineering, maker, music, performing and visual arts, maple sugaring, innovations and community gathering.

The school's current endowment as of June 30, 2021 is \$53,867,338 (unaudited) The operating budget is \$29,709,589 (unaudited). The Annual Fund (as of June 30, 2021) is \$2,257,264. Budgeted financial aid and tuition remission is \$6,000,000. Students receiving financial aid or tuition remission is 26%. Average grant size is \$38,500.

FOR CONSIDERATION:

The Chief Financial & Operations Officer position offers an exciting and supportive work environment, a competitive salary and benefits package which includes medical plans, a pension plan, and paid vacation. New Canaan Country School is an Equal Opportunity Employer.

Interested and qualified candidates should submit a *formal letter of application, a current resume, and a list of three references with contact information* to:

Carolyn Stiles
Connor Associates
carolyn@connor-associates.com

Please do not contact the school directly.

Applications will be considered until the position is filled.