

**Director of Finance & Operations
Woodlawn School**

Paul Ibsen & Associates is assisting Woodlawn School in its search for Director of Finance & Operations (DFO). Reporting to the Head of School, the DFO will be a proven leader who thinks analytically; demonstrates a proactive, creative, solution-driven growth mindset; is known to be an effective member and leader of teams (vital in a school culture that values collaboration); and brings superior skills in time management, organizing, planning and implementation of tasks and major projects.

Interested candidates should provide a resume, letter of interest and 3 references to Paul Ibsen, Paul Ibsen & Associates, LLC, paul.ibsen@gmail.com. Please do not contact the school directly.

Start Date: The position is newly created and available now. The school can work with the ideal candidate on a start date no later than July 1, 2022.

**Woodlawn School
Job Description**

Job Title: Director of Finance & Operations (DFO)
Department: Finance & Operations
FLSA Status: Salary / Exempt

Purpose:

The Director of Finance & Operations is responsible for all aspects of operations and finance at the school. This includes direct supervision of the business office personnel including a Business Office/Information Systems Assistant, the School Nurse, and the Director of Facilities.

The Director of Finance & Operations reports to the Head of School and serves on the school's senior leadership team.

The Director of Finance & Operations is an *ex officio* member of the Board's Finance Committee and its Buildings & Grounds Committee, and other *ad hoc* committees related to (but not limited to) operations, safety, risk management, strategic planning and school improvements, as directed by the Head of School.

Additionally, the Director of Finance & Operations works closely with Parent Connection (PX) leadership, Booster's Club, STEAMfest Committee and other school-related volunteer organizations, and has responsibility for each organization's financial matters, and advises them on all other relevant issues.

Essential Functions:

The Director of Finance & Operations reports directly to the Head of School and works closely with the Head of School and the Board's Finance Committee to develop and implement annual and long-range budgets and plans. This person must have comprehensive knowledge of the entire functioning of the school. This person must have a strong accounting / financial analysis background and demonstrate a strong understanding and proficiency in generally accepted accounting principles and end-of-year audit processes.

The DFO must demonstrate knowledge, understanding and skills in all aspects of facility management and maintenance, and management of maintenance teams. The school's maintenance team is responsible for all aspects of campus security, cleaning, building and equipment maintenance, grounds and road maintenance, vehicle maintenance and oversight of contract services such as lawn care, custodial, HVAC repairs, etc.

The Office of Finance & Operations oversees and manages the school's effective use of and operations of its technology systems (Blackbaud School Management and the school's internet and technology infrastructure).

The Office of Finance & Operations is responsible for all aspects of human resource management, benefit administration, accounting, financial reporting, accounts payable, accounts receivable (student billing), payroll, annual audit, etc.

The Director of Finance & Operations oversees and ensures the school's compliance with state and local regulatory authorities as it pertains to the safety and sound operations of the school's facilities and chairs the school's Safety & Risk Management team, comprised of the Director of Finance & Operations, Facilities Director, School Nurse, Athletic Director, and school safety personnel.

Quality and Quantity of Work:

- The Director of Finance & Operations must be able to consistently deal with a wide variety of issues, situations, people, and problems. The quantity of work is extreme at times. This person must be detailed oriented; a great manager of their own and others time and be meticulous. The Director of Finance & Operations must be skilled in planning and implementing programs and processes that improve the operational excellence of the school. The Director of Finance & Operations provides financial and facility reports to the Head of School, Senior Staff, Board Committees, and the Board of Trustees. These groups require accurate and timely information to make decisions and this information is provided by the Director of Finance & Operations.

Communication:

- The Director of Finance & Operations must be able to provide effective, appropriate, and timely communication with all faculty, staff, administrators, Board Trustees, Board committee members, parents, students, vendors, etc. Due to the wide variety of personal contact required in this position, the ability to interact requires not only good language and writing skills, but technical knowledge, maturity, discretion, and sound judgment as well.

Co-Curricular Activities

- The Director of Finance & Operations is expected to participate in department, division, or school task forces and committees as needed. Additionally, this person may be asked to participate in student trips and projects.

Professionalism:

- Timely, effective c
- ompletion of administrative tasks and obligations.
- Takes initiative; looks to proactively add value and improvements in all operational aspects of school life.
- Represent the school in a positive manner.
- Actively participates in in-service programs.
- Maintains an attitude that encourages teamwork and personal responsibility.
- Appearance should reflect the nature of the work performed.

Education and Experience:

The Director of Finance & Operations should have at minimum a four-year degree in accounting or business. An advanced degree such as an MBA is preferable. A minimum of five years of management experience preferably at the senior level of an organization is required. Experience with a non-profit organization or a school is also preferable.

This person must have strong communications, accounting, financial, investing, cash management, technical, computer, facility, and grounds management skills and more. The ideal person for this position will be able to move freely from a board meeting dealing with budget and strategic planning issues to a maintenance meeting dealing with custodial, grounds and other facility issues to a parent meeting about transportation to just about anything else that can (or cannot) be imagined. Versatility is the key to success in this role.

Working Conditions:

Must be willing and able to work with multiple distractions. Must be able to do hours of computer work. Must be able to help with many aspects of maintenance and transportation, as needed.

The School:

Mission: To produce independent, lifelong learners who are responsible, contributors to a diverse global society.

Overview:

In the early 2000s, Dwayne and Karen Bowman had just moved to Davidson, NC from Washington state. They sought a school in which project-based learning – an integrated, hands-on, student-centered approach to teaching and learning – and experiential, outdoor learning were central tenets. They believed joyful learning leads to high achievement. Unable to find such a school, they decided to create it, and provide families a place where children would never lose their natural love of learning, a school where teachers, children and parents would become full partners in learning. Woodlawn School opened in 2002 with seven students and four teachers. Today, it features 206 students, K – 12, and 141 young alumni.

From the outset, Woodlawn has created an environment where all students have access to stimulating, thoughtful, hands-on, dynamic learning experiences. Every aspect of the school has been continuously refined and enriched, expanding possibilities for students. All members of the Woodlawn community can participate in and shape the school's ongoing development. The school stands in a strong position for further growth— maintaining proud roots in its values, principles, and traditions, while looking to the future with excitement.

Woodlawn is accredited by SAIS (the Southern Association of Independent Schools) and SACS (the Southern Association of Colleges and Schools). The school is financially stable. In recent years, Woodlawn has completed \$1 million of capital improvements, including the Alumni Track and Field complex, which includes a certified 400-meter, eight-lane track, and interior natural grass soccer field built to NCAA standards.

Interested candidates are encouraged to explore the school's website to learn more: www.woodlawnschool.net