

# CHIEF FINANCE & OPERATIONS OFFICER SEARCH

## RUMSEY HALL SCHOOL

Washington, Connecticut

[rumseyhall.org](http://rumseyhall.org)

Start Date: July 2023



RUMSEY HALL SCHOOL



Carney  
Sandoe  
& ASSOCIATES

[CARNEYSANDOE.COM](http://CARNEYSANDOE.COM)

# Mission Statement

Rumsey Hall School is committed to a whole-child approach to education and believes that teaching academics and teaching an attitude of mind are of equal importance. The School emphasizes effort as a criterion for success and is dedicated to helping each child develop toward his or her maximum stature as an educated person, a successful member of a family, and a contributing member of a community.

## At a Glance



Established  
**1900**



Enrollment  
**336**



Total faculty  
**59**



Average class size  
**12**



Boarding students  
**132**



Financial aid awarded  
**\$1.34M**



Faculty with advanced degrees  
**51%**



Campus size  
**230-acres**

Upper School (Grades 6-9) enrollment: 231  
Lower School (Grades K-5) enrollment: 105  
Students receiving aid: 20%

Endowment: \$35.1M  
Annual operating budget: \$14.4M  
Competitive and recreational sports: 42



## Overview

Rumsey Hall School is a coed, PK-9, junior boarding and day school tucked away in the bucolic countryside of northwestern Connecticut. In the second year of Head of School Ian Craig's tenure, the school is experiencing historic enrollment gains and solid financial footing. With this positive energy and momentum, the school is thinking strategically about its offerings and campus to provide a compelling and competitive experience for its students. Examples are evident across campus including a successfully launched new preschool program as well as the consideration of several building projects over the next few years.

The school was founded in 1900 as the 2nd nondenominational pre-preparatory in the country. In 1949 it went coed and moved to its current home in Washington, CT. Today, alongside Bantam River, the school offers both day and boarding students a close community with long-serving staff dedicated to the core values of honesty, kindness, and respect. The beautiful and idyllic campus fosters a familial feeling that permeates everyone involved with the school.

Rumsey Hall School is seeking a seasoned professional to become Chief Finance & Operations Officer (CF&OO), assuming the role in July 2023. Reporting to the Head of School, the CF&OO serves as a strategic thought partner to the Head as well as a member of the senior leadership team. Rumsey is searching for a goal-oriented leader who will embrace the culture and values of the school and will respect the operational pace of an innovative institution with high standards and expectations.



## Opportunities and Challenges

Rumsey Hall School is seeking a Chief Finance and Operations Officer (CF&OO) to provide financial and operational leadership to the school at this particularly exciting time for the school community. The CF&OO will work closely with the Head of School and Board of Trustees to execute strategic and campus plans, improve the faculty compensation program, and ensure Rumsey's financial stability for the future. The CF&OO will work closely with the Head of School, acting as a thought partner for the long-term sustainability of the school with a particular focus on how to steward and increase the school's financial assets.

The next CF&OO will be joining an intimate school community that is highly collaborative. They will have the opportunity to work closely with a dedicated and energetic senior administrative team. They will also oversee a business office that is well-staffed, cohesive, and eager for collaboration, communication, and professional development. The CF&OO will maintain a strong, visible presence on campus, fully engaging in the school community.



## Responsibilities

In addition to embracing Rumsey Hall School's mission, supporting its Head and leadership, and representing the school at professional and public forums, the new CF&OO has a number of primary responsibilities:

- Provide strategic leadership, analysis, and management of finances and operations.
- Establish financial and capital strategies that are consistent with the strategic priorities.
- Serve on the Head of School's Administrative Team and lead, co-lead, or participate in several other teams and committees.
- Oversee all business office functions including all financial reporting to the Head of School, Board of Trustees, and various committees.
- Serve as chief staff liaison to Board committees.
- Build and/or maintain the school's short- and long-term strategic financial models.
- Oversee the administration of the school's endowment.
- Oversee School operations including personnel, maintenance, and vendors.
- Maintain strong relationships with banks and lenders to ensure that funding is secured for the needs of the school and compliance with loan terms.
- Administer and manage all employee benefit programs including health insurance, retirement, worker's compensation, life insurance, and other related plans.
- Manage insurance programs including property, casualty, medical, workers' compensation.
- Ensure compliance with all local and state reporting requirements.
- Collaborate effectively with Advancement, Enrollment Management, and other departments.
- Participate in diversity, equity, inclusion, and belonging professional development.
- Coordinate closely with the Facilities Director on oversight of the physical plant, grounds, and construction functions.



## Qualifications and Personal Attributes

- Bachelor's degree required, MBA or CPA preferred.
- 10-15 years of senior-level experience creating and executing financial planning and management strategies.
- Superb communication skills; excellent written, verbal, and presentation skills.
- Demonstrated ability to take complex subjects, distill them, and then communicate them to varied audiences.
- Experience in an independent school preferred though individuals with strong financial and leadership skills are welcome.
- 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.
- Experience in human resource management, employee benefits (including pension plans), and payroll procedures. Knowledge of business and not-for-profit accounting policies, procedures, practices, and software programs.
- Ability to think and plan strategically and creatively.
- Ability to supervise, manage, and delegate multiple functions and activities.
- Work collegially within a diverse community and communicate effectively with diverse populations.

# Learn More

Click on the links below to learn more about Rumsey Hall School.

[School Website](#)

[School History](#)

[Diversity, Equity, Inclusion, and Justice](#)

[Virtual Campus Tour](#)

[High School Matriculation](#)

[About Washington, Connecticut](#)



## To Apply

Interested and qualified candidates are invited to contact the consultants in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

### **Sara Shulman**

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### **Gregory G. Britton**

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