

# DIRECTOR OF FINANCE AND OPERATIONS SEARCH

## CITY AND COUNTRY SCHOOL

New York, New York  
[cityandcountry.org](http://cityandcountry.org)

Start Date: July 2024



City and Country School



**Carney  
Sandoe**  
& ASSOCIATES

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



## Mission Statement

City and Country School, for children ages 2-13, was founded in 1914 by the pioneering educator, Caroline Pratt, during the dynamic period of Progressive Education.

Believing that education is fundamentally a social process, we strive to create a vital school community that supports each child's innate passion for learning while also expanding their understanding of communities and cultures that exist beyond school and home.

The teacher's place is alongside the child, posing questions that elicit imaginative thinking, problem-solving, and decision-making in pursuit of a deeper perspective. In the partnership of learning among children and teachers, community is lived through purposeful experiences that foster responsibility, cooperation, active participation, care, and respect—qualities necessary to the life of a democratic society.

With social studies as the core of the curriculum, enriched through science, mathematics, literature, and the arts, students are offered varied opportunities to explore and question the human story, both past and present. Academic and practical skills are embedded in contexts meaningful to children, within larger, in-depth investigations.

At City and Country, we assume an ongoing responsibility to understand and reflect the diverse identities, backgrounds, and cultures inherent in our city, which is essential to innovate and thrive. We are committed to making our school authentically inclusive through the lens of antiracism and social justice, ensuring everyone's fundamental right to be seen, be valued, and belong.

City and Country graduates are rigorous, original thinkers who embrace inquiry and experimentation as a means toward discovery. Compassionate in spirit, supportive of the needs and ideas of fellow citizens, and sure of their ability to solve problems, they move confidently into the world and contribute positively throughout their lives.





## At a Glance



Founded  
1914



Total students  
351



Average class size  
16



Students of color  
43%



Total faculty  
76



Financial aid awarded  
\$3,320,000

Student/teacher ratio: Range from 5:1 (IIs) to  
12:1 (XIIIs)

Students receiving aid: 23%

Operating budget: \$16 million

Endowment: \$10.2 million

Development: annual giving (2022-2023):  
\$3 million



## Overview

City and Country School is a coeducational independent progressive school for children ages 2–13 located in the Greenwich Village neighborhood of Manhattan. Students at City and Country learn by doing and develop a strong sense of responsibility and community through group experiences such as collaborative block-building; School-serving jobs; creating original plays that emerge from the curriculum; and experiential excursions. Founded in 1914 as a preschool in a three-bedroom apartment, City and Country now occupies seven reconfigured townhouses on West 12th and 13th Streets separated by open-air courtyards used for recreation and other activities.

The school believes the teacher's place is alongside the child, posing questions that elicit imaginative thinking, problem-solving, and decision-making in pursuit of a deeper perspective. An underlying respect for children, and a focus on their own questions as the most productive means toward meaningful research, are among the hallmarks of City and Country School's program. City and Country graduates go on to attend many of the leading public and private secondary schools in New York City and the country. The school is rightfully proud of a warm and connected community and meaningful relationships between community members endure. The summer of 2023 marked a thrilling new chapter for City and Country as the community enthusiastically welcomed Frank Patti, a gifted and passionate educator, as Principal.

Now, the school seeks a talented and mission-aligned individual to serve as the Director of Finance and Operations (DFO). The next DFO will join a leadership team where several key members have joined the community recently. This offers the next DFO a quick path to contribute both to the team and the school. This is very much an opportunity to join a leadership team on the ground floor and be part of plotting the school's direction going forward. The next DFO will also need strong communication and people skills to strengthen partnerships with various constituencies, including school professionals, the parent community, and the Board of Trustees.





## Opportunities and Challenges

The next DFO will be joining the leadership of City & Country School at the perfect moment to make the broadest impact. The school is about to embark on several key initiatives that will define its next 5-10 years including; NYSAIS 10 year reaccreditation, a new strategic plan, a review of the master campus plan, and a capital campaign. These efforts will constitute the core strategic work that the principal and his team will be considering and completing over the next few years. The principal is seeking a DFO to be a true partner in considering and implementing these strategic initiatives.

Another matter of significant importance will be around the continued growth of City & Country School within the confines of its current space. The school is committed to identifying creative ways to best use their existing footprint in a historic district. This planning and implementation of any buildouts or renovations will be part of the next DFO's responsibilities.

The business office will also need some attention and care. The next DFO will surmise the appropriate roles, hiring needs, professional development opportunities, and technology integrations that will bring faster response times and codify recurring processes and controls.

Finally, the next DFO will be dealing with the incorporation of a union at the school that will bring with it collective bargaining and a much more codified human resources and employee rules structure. The DFO will help define and manage the more formal arrangements between the unionized staff and the school.



## Responsibilities

In addition to embracing City and Country’s mission, supporting its Head and leadership, and representing the school at professional and public forums, the new DFO 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 relevant 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.
- 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.
- Partner and supervise 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;
- Experience in an independent school preferred, though individuals with strong financial and leadership skills are welcome;
- Experience managing a team, setting clear goals, responsibilities, expectations, and clear methods of accountability;
- Experience managing a team with both in-office and remote members, successfully creating cohesion among the team itself;
- Proven record of accomplishment designing, implementing, and managing large-scale organizational change;
- Superb communication skills; excellent written, verbal, and presentation skills;
- Demonstrated ability to understand complex subjects, distill them, and then communicate them to varied audiences;
- 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, facilities, and software programs. Blackbaud experience a plus;
- Ability to think and plan strategically and creatively;
- Ability to supervise, manage, and delegate multiple functions and activities;
- Ability to remain calm, flexible, and work effectively under pressure;
- Skilled at negotiating and initiating contracts with external vendors;
- Aptitude for high customer-service standards;
- Consistent demonstration of an entrepreneurial mindset;
- Demonstrated commitment to equitable and inclusive practices;
- A track record of strong integrity.

# Learn More

Click on the links below to learn more about City and Country School.

[School Website](#)

[High School Matriculation](#)

[School History](#)

[Community Life, Equity, and Inclusion](#)

[Strategic Plan](#)

[About Greenwich Village, New York](#)



## 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:

### **Greg Britton**

Chief Operating Officer, Search & Consulting Group  
ggb@carneysandoe.com

### **Sara Shulman**

Consultant  
sara.shulman@carneysandoe.com

*City and Country School is deeply committed to and supports community and diversity in all forms including race, religion, national and ethnic origin, gender identity, gender expression, sexual orientation, disability, age, or any other status protected by applicable law. As such, C&C welcomes and encourages all candidates representing the diversity of today's global world.*

*C&C is committed to attracting and retaining outstanding professionals through a competitive compensation plan, including a full benefits package with retirement plan and medical/dental/vision coverage.*

*The salary range for this position is \$250,000-\$300,000.*