

CHIEF FINANCE AND OPERATIONS OFFICER SEARCH

COLLEGIATE SCHOOL

New York, New York
collegiateschool.org

Start Date: July 1, 2024



Collegiate School



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

Statement of Beliefs

- That Collegiate is at its best when all members of the school community conduct themselves with respect, kindness, and integrity.
- That the traditions and values of this old but not old-fashioned school can inspire boys to develop their individual capacities for personal and academic excellence.
- That boys learn best when they are members of a diverse and just community that fosters purposeful and spirited engagement, inquiry, and collaboration in academics, athletics, and the arts.
- That a liberal arts education committed to diligent and discerning scholarship prepares students to be citizens who act with conscience, courage, and compassion.

At a Glance



Established
1628



Enrollment
666



Financial aid awarded
\$5.9M



Campus size
180,000
square feet



Total faculty and staff
160



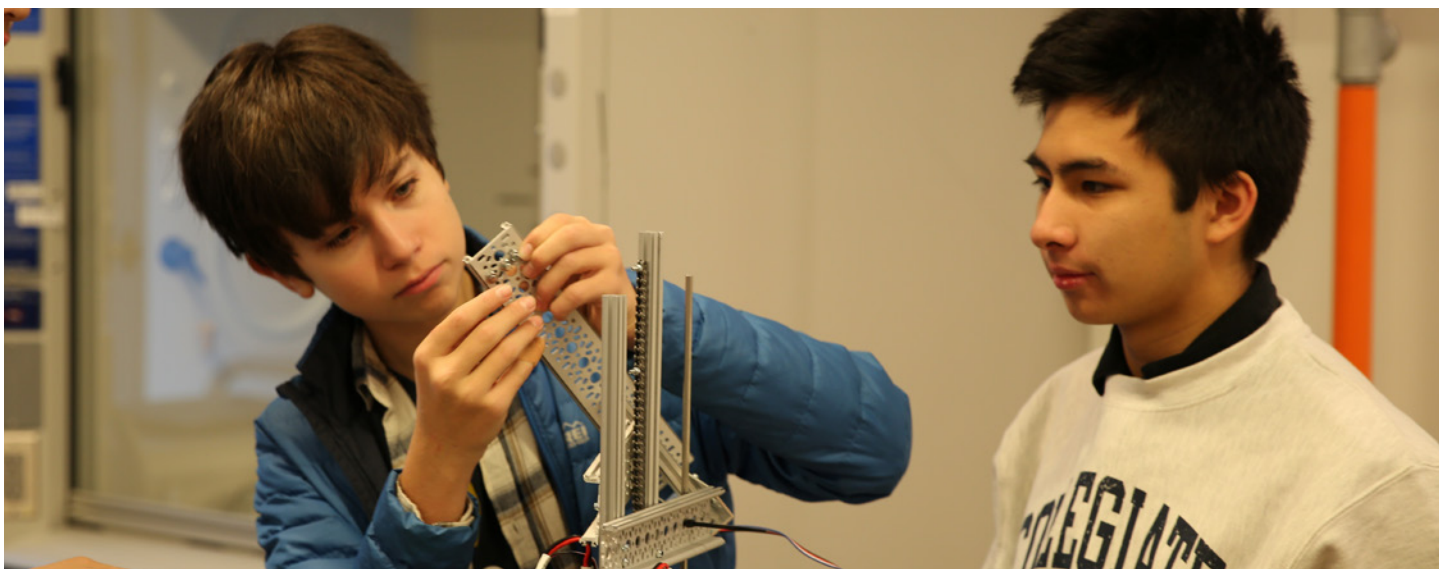
Faculty with advanced degrees
76%



Student-teacher ratio
6:1

Students receiving aid: 17%
Endowment: \$75M

Annual operating budget: \$45M



Overview

Located in New York City and the country's oldest school, Collegiate School has long served as a leader in K-12 education for boys. Intentionally sized (670 boys in thirteen grades), the School is highly regarded for its commitment to academic excellence and the development of fine moral character and meaningful, sustained relationships. While the academic program is rigorous, the daily life at Collegiate is full of joy and humor. Collegiate alumni often describe their experience as formative and share that the formation of authentic relationships with faculty and peers are unmatched throughout their lives. While the Collegiate community is proud of its history, and honors its many traditions, the School looks to its upcoming 400th anniversary with energy, optimism, and a shared commitment for continued enhancement and evolution.

Collegiate's roots as a school can be traced back to 1628, when the School was established in New Amsterdam by the Dutch West India Company and the Dutch Reform Church. The School's journey aligns with the development of Manhattan, occupying numerous sites throughout Lower Manhattan, eventually moving north. In 1892, a school was built on West 78th Street, next to the West End Collegiate Church, where it resided for over a century. In 1940, the School became an independent, nonprofit organization. In 2018, Collegiate relocated to its current home at 301 Freedom Place South. The new campus consists of a single 11-story building (nine stories above ground and two below), with 180,000 square feet of classroom, athletics, theater, music, art, library, dining, and administrative and conference space. This spring, the School will add almost 10,000 additional square feet at 50 Riverside, an adjacent building that will provide an opportunity to expand programming for robotics, athletics, and community-building.

Now, Collegiate seeks an experienced and mission aligned financial leader to serve as their next Chief Finance and Operations Officer (CF&OO). Reporting to Head of School David Lourie, the CF&OO serves as an integral thought partner and leader on strategic and operational affairs at Collegiate. The CF&OO will collaborate regularly with other School administrators and oversee the Business Office, Human Resources, Facilities, Technology, Food Service, and Nursing. In addition, the CF&OO will work closely with Collegiate's Board of Trustees ensuring the continued financial health of the School. Desirable candidates will possess significant financial acumen, along with demonstrated leadership experience, high emotional intelligence, and interest in engaging in a lively and fast-paced academic community.



Opportunities and Challenges

The next CF&OO is joining Collegiate at an exciting time. With both the move to Freedom Place South and the pandemic behind them, Collegiate is focused on the execution of its current strategic plan, the celebration of its 400th anniversary in 2028, and the exploration and implementation of new and innovative initiatives. The CF&OO will play an integral role as the School determines how best to utilize financial resources.

Head of School David Lourie joined the community in July 2020 and has built a united leadership team, who collaborate frequently and share his commitment to de-siloing the School's academic and operational programs. David views the CF&OO as a valued and essential thought partner for institutional priorities and issues, including and beyond finance and operations. The CF&OO will be an active and visible participant in the daily life of the School, building strong and authentic relationships with all constituencies to better understand the needs and aspirations of the community. While working closely with all members of the senior administrative team, the CF&OO will enjoy especially strong partnerships with the operational leaders responsible for the School's sources of revenue (the Assistant Head of School for Enrollment & Admissions and the Director of Development).

Collegiate has long demonstrated a commitment to diversity and increasing access via a robust financial aid program. In partnership with the Assistant Head of Enrollment Management & Admissions, the CF&OO will ensure that financial aid allocations are in alignment with the School's goals and values. There will also be opportunities to explore the funding of auxiliary expenses. Via the strategic plan, the School will evaluate and consider changes to its current tuition model in order to facilitate our goal of expanding access and affordability.



For fundraising, the School is supported by the tremendous generosity of its community and receives over \$4 million in Annual Giving donations each year that support the operating budget. In addition, Collegiate has a rich history of capital philanthropy, and the most recent campaign, *The Campaign for Collegiate*, raised over \$80 million designated for the creation of the Freedom Place South campus. Now, they are beginning to plan the largest campaign in the School's history, focused on bolstering the School's \$75 million endowment and therefore augmenting future resources. The CF&OO will play an active, integral role in this transformational campaign, partnering with David, the Development office, and the Board of Trustees to demonstrate to donors the impact of the a growing endowment on the people and programs of the School.

The CF&OO will work closely with the Board of Trustees, serving as the School's staff liaison to the Finance, Investment, and Audit Committees, and participating in Board meetings and matters pertaining to governance, legal affairs, risk management, and strategic initiatives. In particular, the CF&OO partners closely and frequently with the Board Treasurer, who serves as Chair of the Finance Committee, and is responsible for both the annual budgeting process and the long-term financial modeling. There will be a transition in leadership this summer for this key Board role, and the CF&OO will have the opportunity to build a strong relationship with the new Treasurer.

As a senior administrator, the CF&OO will lead Collegiate's Business Office, overseeing a team of 6 (Controller, Accounts Payable, Accounts Receivable, Director of HR, HR Coordinator, and Admin Assistant) with varied lengths of tenure at the School. In recent years, the Business Office has increased efficiency through the implementation of software, file digitization, and streamlined processes. The CF&OO will partner with the Business Office team to provide proactive and thoughtful support for constituents adapting to these new technologies. As the CF&OO also oversees operations, they will provide leadership and support to the Directors of Facilities, Technology, Food Service, and Nursing, ensuring collaboration, communication, and stewardship of resources.



Responsibilities

In addition to embracing Collegiate 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 strategic priorities.
- Serve on the Head of School's Administrative Team and lead, co-lead, or participate in several other teams and committees.
- Be an active participant in the daily life of the School.
- 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 the Board's Finance, Investment, and Audit Committees
- Build and/or maintain the School's short- and long-term strategic financial models.
- In partnership with the Investment Committee, 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, 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;
- Meaningful experience creating and executing financial planning and management strategies;
- Experience in an independent school preferred, though individuals outside of schools with strong financial and leadership skills are welcome;
- Experience managing a team, setting clear goals, responsibilities, expectations, and clear methods of accountability;
- 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;
- High emotional intelligence and the ability to connect with all constituencies;
- Interest in participating actively and regularly in a fast-paced and lively school environment;
- A track record of strong integrity.

Learn More

Click on the links below to learn more about Collegiate School.

[School Website](#)

[Virtual Tour](#)

[School History](#)

[College Matriculation](#)

[Strategic Goals](#)

[About New York, New York](#)

[Equity and Belonging](#)



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

Robert D. Vitalo

Vice President, Search and Consulting Services
robert.vitalo@carneysandoe.com

Sara Shulman

Practice Leader – Development and Finance
sara.shulman@carneysandoe.com

The full-time equivalent salary range for this position is \$400,000-\$450,000. The starting salary is based upon, but not limited to, several factors that include years of experience, education level, and expertise.