

# CHIEF FINANCE AND OPERATIONS OFFICER SEARCH

**FRENCH INTERNATIONAL SCHOOL OF OREGON**

Portland, Oregon

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

Start Date: Flexible: November 1 onward



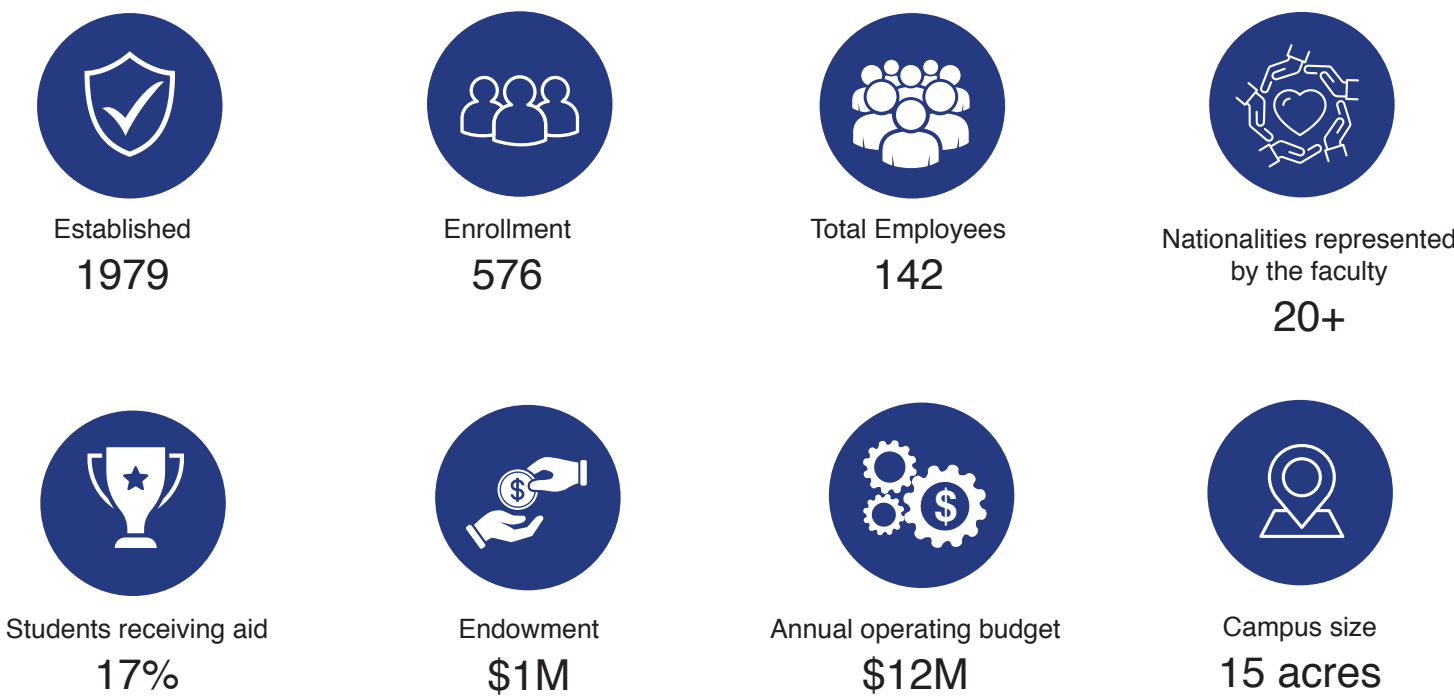
**Carney  
Sandoe**  
& ASSOCIATES

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# Mission Statement

French International School of Oregon develops curious and critical thinkers through a robust and immersive multilingual curriculum. We are committed to fostering an inclusive community that celebrates diverse perspectives and creates the foundation for reflective learners to thrive and effect change in an interconnected world.

## At a Glance





## Overview

French International School of Oregon provides an exceptional independent school education through the dynamic convergence of language immersion and the IB World School framework. On a beautiful, 15-acre campus in Portland, a global mindset contributes to the school's collaborative, inquiry-based approach to learning, its open-minded community of families, and the deep value it places on diversity of experiences and cultures starting from the earliest ages. Using language as a powerful tool for learning, French International educates students from a global perspective preparing them to engage with inclusivity, achieve with integrity, and excel with distinction.

When Jean Claude Paris opened the School with three students in the basement of a Portland church in 1979, it was the beginning of an exciting journey for French International School of Oregon. Through the years, French International has pursued bold innovations, including the creation of the Middle School, additional immersion curricula, a new site, and the adoption of the International Baccalaureate (IB) philosophy and framework. As Portland's longest established immersion school and the only IB World School in Portland for preschool through eighth grade, French International is the leader in the Portland metropolitan area in preparing young people for a global, interconnected world.

French International seeks a new Chief Finance and Operations Officer (CF&OO) to join an ambitious leadership team. The CF&OO reports directly to the Head of School, Scott Hardister, and will be an essential thought partner in guiding the school to realize the goals of its Strategic and Campus Transformation plans. The CF&OO will be the financial and operational leader, providing expert planning and guidance, will support the mission of the school, and will embrace the international community and its values.

## Opportunities and Challenges

### **Sustain Momentum**

French International has compiled an impressive list of recent accomplishments under the leadership of Scott Hardister, now in his fourth year as Head of School. The new Middle School building was completed in 2019; a complete rebranding was finalized in 2022, and a new strategic plan captures the school's aspirations through 2027. The new CF&OO will be an integral part of the leadership team that is committed to building upon these accomplishments and bringing the strategic plan to life.





### **Support Campus Transformation Plan**

The school has developed a comprehensive master site plan that will guide the long-term future of the campus. With the exception of the already completed Middle School building, the new plan touches on nearly every aspect of the campus, re-envisioning and professionalizing the learning spaces, and making the most of the spectacular Pacific Northwest setting. The next CF&OO will play a significant role in financing and executing this plan.

### **Build Capacity**

The CF&OO will inherit a lean and capable Business Office with several new team members. The departing CF&OO has elevated the processes and procedures of the Business Office significantly during her four-year tenure, and the next CF&OO will have the opportunity to assess the structure and ongoing needs of the Business Office and build upon the strength of the current team.

### **Join Ambitious, Future-Oriented Leadership Team**

Scott Hardister has hired and mentored a talented team of leaders at French International, and the next CF&OO will have an important voice in developing and executing strategies to move the school towards its ambitious goals. The leadership team is characterized by a high degree of professional trust, open dialogue, and solutions-oriented collaboration.

## **Responsibilities**

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

- Provide strategic leadership, analysis, and management of finances and operations, including annual budget process and annual audit.
- Develop analysis for strategic decision-making, such as key cost drivers, market analysis, organizational strengths and challenges.
- Establish financial and capital strategies that are consistent with the strategic priorities.



- Serve on the Head of School's Administrative Team and Board committees as needed, including Finance and Budget, and Audit Committees.
- Oversee all business office functions including all financial reporting to the Head of School, Board of Trustees, and various committees.
- Supervise the work of Business Office personnel, which includes human resource management, accounts receivables and payables, employee and payroll procedures, and Facilities personnel. Build and/or maintain the school's short- and long-term strategic financial models.
- 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 risk to ensure the safety of personnel and students in their use of French International facilities.
- 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;
- Experience in an independent school preferred, though individuals with strong financial and leadership skills are encouraged to apply;





- Understanding of issues peculiar to accounting and finance in a non-profit, educational environment and sensitivity to the nature of education in an international school;
- Disciplined, structured, and data-driven approach to decision-making and problem-solving;
- Experience managing a team, creating cohesion, setting clear goals, responsibilities, expectations, and clear methods of accountability;
- Proven record of accomplishment designing, implementing, and managing large-scale projects;
- Superb communication skills; excellent written, verbal, and presentation skills;
- Demonstrated ability to understand complex subjects, distill them, and then communicate them to varied audiences;
- Demonstrated experience in measuring and improving organization-wide productivity;
- 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;
- 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;
- Discretion, integrity, and strong interpersonal skills, ability to deal successfully with staff, parents, and Trustees on complex issues;
- Detail oriented work style, organizational skills, and the ability to quickly recall and properly apply the school's financial characteristics;
- Ability to function effectively in a diverse, multi-cultural environment.

French International is an equal opportunity employer. Persons of diverse backgrounds are encouraged to apply.

# Learn More

Click on the links below to learn more about French International School of Oregon.

[School Website](#)

[Strategic Plan](#)

[International Baccalaureate \(IB\) at  
French International](#)

[Language Immersion](#)

[About Portland, Oregon](#)



## 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:

**Karen Whitaker**  
Senior Consultant  
karen.whitaker@carneysandoe.com