

CHIEF FINANCE AND OPERATIONS OFFICER SEARCH

THE GREEN VALE SCHOOL

Old Brookville, New York
greenvaleschool.org

Start Date: July 2024



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

Mission Statement

The Green Vale School inspires and challenges Pre-Nursery through 8th Grade students to be their best, cultivating intellect, character, and confidence as a foundation for success. Green Vale is a joyful school community where every child is known.

Values

Community • Character • Respect • Reflection • Resourcefulness

At a Glance



Established
1923



Enrollment
469



Total faculty
85



Student-teacher ratio
5:1



Financial aid awarded
\$1.5M



Faculty with advanced degrees
90%



Campus size
40 acres

Students receiving aid: 19%

Endowment: \$35 million

Annual operating budget \$18.5 million

School's motto: Optima Durant:

“The Best Endures”

Accreditation: New York State

Association of Independent

Schools; National Association of

Independent Schools; New York

State Board of Regents



Overview

Optima Durant, the Best Endures! Green Vale School's motto remains true as the School enters its second century, having joyfully celebrated its centennial in 2023. Green Vale is a vibrant, coeducational school serving over 400 students in grades Prenursery through eighth grade. The 40-acre campus, located on the North Shore of Long Island, has been thoughtfully developed over the years with old and new facilities that complement each other. Led by Head of School Jesse Dougherty, Green Vale has experienced a significant increase in enrollment in recent years. This growth in tuition revenue, in combination with the School's healthy endowment and impressive commitment to philanthropy, contributes to Green Vale's strong financial position.

Green Vale's origins can be traced to 1919 when a group of Long Island families united to create a school that matched the academic rigor of city schools, while also offering a rich and complete experience on a country campus. The current property was acquired in 1923 and the esteemed architectural firm of Peabody, Wilson, and Brown designed the original school buildings. Today, the School receives tremendous interest from families throughout Long Island as Green Vale's program is well-regarded for its commitment to intellect, character, and confidence. Green Vale graduates matriculate at well-regarded day and boarding schools and express tremendous affection and gratitude for the education received at their alma mater.

Now, Green Vale is seeking a talented and dedicated professional to serve as the School's Chief Finance and Operations Officer (CF&OO). Reporting to the Head of School and working closely with administrators, staff, and Trustees, the CF&OO is the financial and operational leader. Serving as a thought partner to the Head of School, the CF&OO will collaborate regularly with colleagues as a member of the recently reconfigured senior administrative team. The CF&OO will support the values and culture of the Green Vale community while proactively advancing the mission of the school via thoughtful, measured financial planning and management.



Opportunities and Challenges

Looking ahead, the priorities, opportunities, and challenges for the Chief Finance & Operations Officer include:

Serving as a Leader of Operational Programs

The CF&OO serves as leader of the Business Office, which also currently includes a Controller and a Bookkeeper. The CF&OO will have the opportunity to review and enhance current Business Office policies and procedures including but not limited to the annual budgeting process and purchasing order system. The school has recently completed an organizational audit to maximize operational efficiency. As a result, the CF&OO will now also oversee Facilities and Security, Food Service, IT, and Human Resources, and will be responsible for ensuring continued excellence for the school's daily operations.

Achieving Strategic Goals

The school has recently reaffirmed its mission and guiding values (Community, Character, Respect, Reflection, Resourcefulness) and adopted a strategic framework to guide its work. The CF&OO will work with colleagues and Trustees to ensure that they have the resources needed to reach strategic goals.

Evaluating and Reimagining Employee Compensation

Green Vale is fortunate to have gifted, dedicated faculty and staff, many with significant tenures at the school. At the same time, the school recognizes the continued challenges of attracting and retaining talent as well as the challenges of high demand and a rapidly increasing cost of living. The CF&OO, in partnership with the Head of School, will be charged with examining the current compensation structure and making recommendations for making the system as competitive and equitable as possible.

Partnering with the Board of Trustees to Ensure Financial Stability and Stewardship of the School's Resources

The CF&OO will work closely with the school's Board of Trustees, a dedicated and talented group of volunteers, who are appropriately focused on ensuring the school's financial sustainability now and into the future. The Board expects the CF&OO to serve as both the manager of the school's day-to-day finances and their thought partner on long-term financial modeling and analysis. Green Vale has an impressive endowment (\$35 million) for a school of their size. The CF&OO will work closely with the Board to ensure continued growth of the endowment, as it provides vital support for the operating budget.



Responsibilities

In addition to embracing Green Vale'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, workers 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, Admissions, 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 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 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 assessing and enhancing organizational efficiency;
- Demonstrated experience in the development of data 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;
- 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 The Green Vale School.

[School Website](#)

[Character Education](#)

[School Philosophy](#)

[About Old Brookville, New York](#)

[Virtual Campus Tour](#)



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

The full-time equivalent salary range for this position is \$250,000-\$300,000. The starting salary is based upon, but not limited to, several factors that include years of experience, education level, and expertise.