

CHIEF FINANCIAL OFFICER SEARCH

GREENSBORO DAY SCHOOL

Greensboro, North Carolina

greensboroday.org

Start Date: July 1, 2024

Semi-Finalist Visits to Campus: January 8, 9, 10

Finalists to Campus: January 18, 19, 22

New CFO Named: January 31, 2024



GREENSBORO DAY SCHOOL



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

Mission Statement

Greensboro Day School develops the intellectual, ethical, and interpersonal foundations students need to become constructive contributors to the world.

Greensboro Day School believes:

- in a community based on Respect, Kindness, Integrity, and Responsibility. These Community Cornerstones provide a set of shared values and a common set of expectations for everyone at GDS;
- that learning should have a public purpose. Our students are involved in the community and are encouraged to connect classroom learning with real-world issues in Greensboro and beyond;
- in the importance of a diverse community of belonging where every student is known, respected, and valued for their authentic self.

At a Glance



Established
1970



Enrollment
950



Total full-time faculty and staff
160



Student/teacher ratio
9:1



Students of color
30%



Financial aid awarded
\$2.4M



Faculty with advanced degrees
65%



Campus size
72 acres

Students Served: age 2 – grade 12

Zip codes represented: 45

Faculty and staff of color: 27 (17%)

Average class size: 16

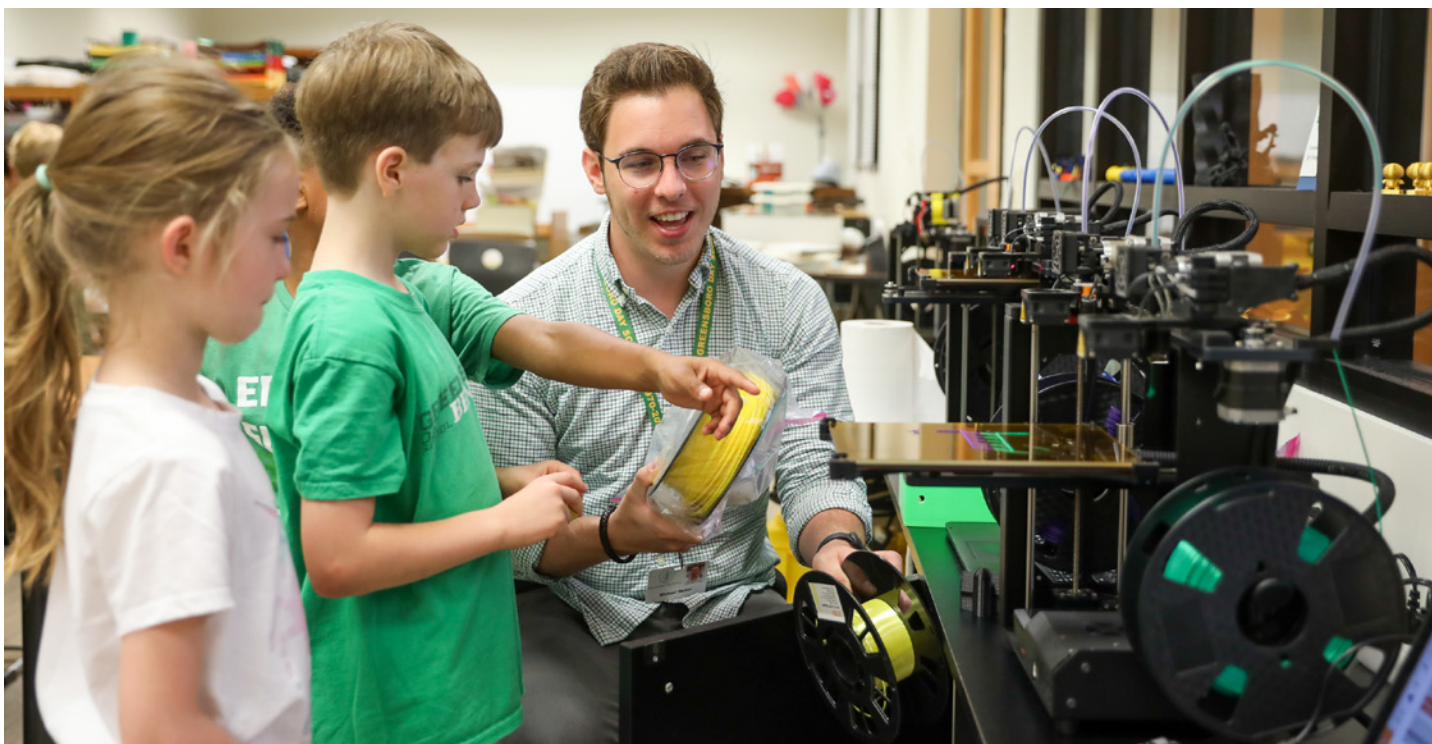
Students receiving aid: 23%

Endowment: \$16.6M

Annual operating budget: \$20M

AP classes: 25

Athletic teams: 38



Overview

Founded in 1970, Greensboro Day School serves 950 students from age 2 to Grade 12 and is located in the bustling city of Greensboro, North Carolina. Head of School Tracie Catlett is currently in her fifth year leading the School, which has witnessed enrollment growth of 24% in the last four years and is in the midst of a \$27 million capital campaign that will fund two major building projects.

Greensboro (population 300,000) is the third largest city in North Carolina and the largest city in the Piedmont Triad, which also includes Winston-Salem and High Point. You can be in the Blue Ridge Mountains in two hours and on one of North Carolina's beautiful beaches in three.

At this time, the School is seeking a new Chief Financial Officer, effective July 1, 2024. Reporting to the Head of School, the new CFO will serve on the senior administrative team and work closely with the Head, Board members and other administrators overseeing all financial and most operational aspects of the School. The School employs 160 full-time faculty and staff members and has an operating budget of \$20 million and an endowment totaling \$16.6 million.

Opportunities and Challenges

The new Chief Financial Officer will manage a Business Office of five individuals, including the Controller, Director of Human Resources, Accounts Payable Manager, Student Billing Manager, and Bookstore Manager. Additionally, s/he will oversee the Director of Facilities and provide financial and operational oversight to the Food Service and Transportation programs in addition to financial oversight of the school's construction projects and auxiliary revenue programs. Finally, the CFO will work collaboratively with the Assistant Head of School for Operations, who oversees the Safety & Security Team, Director of Auxiliary Programs, and Health Center.



Four of the five Business Office members have been with the School for little over a year. A top priority for the new CFO will be to meld this group into a cohesive team that has well-defined individual roles. There is a desire within the office for cross-training and overall teaching and mentorship. Developing a closely-knit group will require a clear vision and excellent communication.

The School's \$27 million comprehensive campaign, *Be BOLD*, seeks to raise \$25MM for capital and \$2MM for endowment. The campaign will provide for the construction of a new Preschool Center (18,000 square feet, which broke ground in April 2023), a new Maintenance Facility (5,000 square feet, due to be completed in the summer of 2024), and a new Center for Student Life, Entrepreneurship, and Innovation (48,600 square feet, due to break ground in the summer of 2024). Thus, the CFO will be working closely with architects, contractors, and the Director of Facilities to ensure that these key projects are built on time and within budget.

The new CFO must be a strong communicator, able to speak easily and clearly to everyone from the Chair of the Board to the custodial staff. Additionally, s/he must be a visible presence on campus, known to faculty and staff along with current parents. Such a presence will help develop both trust and transparency within the office and the financial aspects of the School.

Initially, the new CFO must forge strong working relationships with the Head of School, reporting staff, and other senior administrators. S/he will be the chief staff liaison with several standing Board committees, including Finance/Audit, and Buildings & Grounds. Building thoughtful, interactive, and responsive relationships with this broad assembly of individuals will be critical to the new CFO's success.



Responsibilities

In addition to embracing Greensboro Day School's mission, supporting its Head and leadership, and representing the school at professional and public forums, the new CFO 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 Executive Leadership Team and 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 including the Finance/Audit and Buildings & Grounds 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 of bond debt.
- Oversee the administration of 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 in accounting or finance; MBA preferred;
- Experience as a CFO in an independent school preferred;
- A trusted advisor to the Head of School;
- Strong financial acumen, gifted in both annual budgeting and financial forecasting and planning;
- A compassionate leader with high emotional intelligence;
- A creative and strategic thinker who identifies, pursues, and implements growth opportunities on behalf of the institution;
- A commitment to building community and living Greensboro Day School's mission;
- Capacity and willingness to collaborate thoughtfully, and the ability to build trust with colleagues, creating open dialogues and team-building morale;
- Sophisticated communication skills, both oral and written, and the capacity to respond in a timely manner to all stakeholders and tailor messaging based on needs and interests of audience;
- The ability to disseminate financial and budgeting information with transparency and clarity.

Learn More

Click on the links below to learn more about Greensboro Day School.

[School Website](#)

[Be BOLD Campaign](#)

[School History and Traditions](#)

[School Profile](#)

[Diversity and Belonging](#)

[About Greensboro, North Carolina](#)

[Strategic Plan](#)



To Apply

GDS intends to bring semi-finalists and finalists to campus for on-site interviews. Interested and qualified candidates are invited to contact the consultant in confidence.

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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:

John G. Clark

Senior Consultant

john.clark@carneysandoe.com