



LYCÉE FRANÇAIS DE NEW YORK
New York, New York

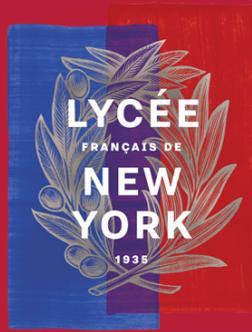
**CHIEF FINANCIAL & OPERATING
OFFICER**

Start Date: Early 2022

www.lfny.org



**Carney
Sandoe**
& ASSOCIATES



Mission

Citizens of Culture and Courage

Committed to bilingual French and American education of the highest standard, our mission is to prepare students of many origins to be thinkers, innovators, and leaders, at home in the world.

We inspire and encourage each student to excel and seek academic and personal challenge, to discover interests and fulfill talents, to embrace diversity and build community, to uphold integrity, and contribute to making a difference.

THE POSITION

The Lycée Français de New York, a world-renowned N-12 bilingual French and American independent school, is currently seeking a seasoned professional to become Chief Financial & Operating Officer (CFOO), assuming the role in early 2022.

The school is looking for a goal-oriented senior leader who will embrace the culture and values of the institution, possess an understanding of and appreciation for both French and American cultures, and respect the operational pace of an innovative institution with high standards and expectations. Occupying a unique niche in the New York independent school scene while also serving a diverse, inclusive and multinational population, the Lycée offers its next CFOO an opportunity to play a prominent senior administrative role, working closely with the Head of School and Board members, overseeing roughly 35 staff members working in five separate departments – Business Office, Health Office, Human Resources, IT and Data, as well as Maintenance and Security.

The CFOO reports to the Head of School and serves as a strategic thought partner to her, and also serves as a member of the Executive Leadership Team.

OVERVIEW

The Lycée Français de New York is a Nursery to Grade 12 single-campus independent school located in New York City. The Lycée is committed to bilingual education of the highest standard and celebrated its 85th anniversary year in 2020. With over 1,200 students and almost 300 faculty and staff representing over 50 nationalities, the Lycée is a dynamic international N-12 school with an educational mission that is unique among New York City independent schools. As part of its roadmap, the Lycée has strengthened its focus on student well-being and development, including a restructuring of the Secondary School, it has implemented the newly reinvented French Baccalaureate program, and it has engaged the entire community on the critical issues of diversity, equity, and inclusion.

Fast Facts

Founded: 1935

Total students: (2021-22) 1,200

Total faculty: 160

Student/teacher ratio: 7:1

Financial aid budget: \$5M

Students receiving aid: 17%



SCHOOL HISTORY

Founded in 1935 at the initiative of the French General Consul, the Lycée Français de New York was founded with courage and foresight in the midst of the most severe economic and political crises with a goal to become a storied institution that would educate students in the shared democratic values of France and the United States. Subsequently chartered by the New York Board of Regents as an independent not-for-profit school, the Lycée has stayed true to that goal, enrolling more than 35,000 students from around the world since its founding.

THE SCHOOL

The Lycée Français de New York is a bilingual independent school with an academically demanding program unique in New York City. Over its 85 year history, the Lycée has established itself as a leader in French and American education, recognized throughout French and American educational communities worldwide as a forward-looking and innovative school with a vibrant pluricultural community of high achieving students, excellent teachers and staff members, and committed parents. The Lycée is the only school in New York City to prepare students for both the French Baccalauréat examination and the New York State high school diploma. Graduates of the Lycée choose to attend a wide range of colleges and universities, enrolling in schools across the United States, Canada, the United Kingdom, the European Union, and Asia.

The school enrolls 1,200 students from Nursery through 12th grade. Students arrive at the Lycée from a wide variety of backgrounds: 20 percent of students are French nationals, about 30 percent are American and 30 percent are French-American, with an additional 50 countries represented among the overall student population. The result is a diverse international community with a spirit of inclusiveness and enthusiasm. Parents, students and faculty alike report a sense of belonging and pride in being part of the Lycée. Through a growing commitment to increasing financial aid, which has increased tenfold in the past decade, the Lycée works actively to maintain broad representation of backgrounds and experiences across the student body.



Hallmarks of Lycée life — from academic programs to co-curricular offerings to the community itself — are openness and the multitude of experiences that enhance every aspect of student learning. Through daytime lectures, as well as evening panels, musical performances and film screenings at the Lycée’s Cultural Center, students of all ages and the entire community are afforded many opportunities for lively dialogue and debate on diversity issues, exploring culture and cultural approaches to diversity in myriad ways.

SCHOOL LEADERSHIP

Evelyne Estey became the ninth Head of School on August 5, 2019. Mme. Estey previously served as the Lycée’s Deputy Head of School and Chief Financial and Operating Officer, and is also a former member of the Lycée’s Board of Trustees. She is also a former Board member of Trinity School in Manhattan.

The Executive Leadership Team is comprised of the Assistant Head - Director of Primary, the CFOO, the Director of Secondary and Head of the lycée (High School), the Head of the collège (Middle School), the Director of College Counseling, the Director of Communications, the Director of Development, the Director of Enrollment and the Manager of Administrative Services.



ACADEMICS

The hallmark of the Lycée’s academic program is its unique bilingual and pluricultural approach. The school offers a challenging, rigorous course of study and spirit of intellectual inquiry that fosters civic and cultural growth alongside academic achievement. The school draws on a paradigm of independent thinking, applied learning, and ethical values to promote a lifetime of engagement and learning. Across grade levels, the school embraces 21st century skills and digital literacy. With robust offerings in project-based learning and the arts, the Lycée helps students develop pragmatism, ingenuity, and passion that will serve them well in their post-secondary education and beyond.

The Lycée attracts education leaders from across the globe, with an emphasis on French-educated teachers, language instructors from their home countries, and open-minded U.S. instructors looking to challenge students — and themselves — in the school’s unique cross-cultural setting. Instructors get to know students as inquisitive and developing young children and adults. They work across disciplines to maximize the teaching and learning opportunities and unleash the potential of every student.

Primary

Beginning in early childhood, the Lycée draws on students’ energy and enthusiasm to build academic and social skills that will prepare them to grow and learn throughout their time at the Lycée. From the moment children walk through the door, they are immersed in a truly bilingual environment: from Nursery to Kindergarten, instruction takes place half in English and half in French. Starting in first grade, students spend about 80 percent of their week in French and 20 percent in English to support children in their preparation for a rigorous course of study in Secondary.



Secondary

Secondary learning at the Lycée is notable for its project-based learning and emphasis on creative thinking across disciplines. Mastery of both French and English is integral to the program, with students honing writing skills and practicing literary interpretation. In addition, Secondary students acquire a third language: beginning in sixth grade, Arabic, German, Italian, Mandarin and Spanish are offered, preparing students to become true linguists and world citizens. History and geography further students' critical thinking and cultural competence, with faculty taking advantage of both the Lycée's location in New York City and the school's unique connection to the broader world to design meaningful learning experiences. The school believes that imparting a love of music is a priceless gift, and therefore music classes are part of the curriculum at this level.

Throughout the grades, the Lycée adheres to the curriculum set by the French National Ministry of Education, preparing students for strong performances on the French Baccalauréat examination. Students earn a New York State high school diploma after eleventh grade, a testament to the rigor of the academic program. Advanced Placement classes are offered, and students may elect course concentrations that align with the standards of the French-American Baccalaureate, created in partnership with the Lycée and the College Board.



CAMPUS

The Lycée commissioned and built its own school facilities, which opened in 2003 and occupy a single campus on the Upper East Side of Manhattan. The original building occupies approximately 158,000 square feet, consisting of two connected five-story structures house classrooms, libraries, gymnasiums, a cafeteria, and an auditorium. At the entry level, a commons opposite the central lobby area serves a variety of functions, from cafeteria to group meeting space. The 354-seat state-of-the-art auditorium, recently upgraded with new technological features, offers a unique and inviting venue that hosts student performing arts events, as well as outside presentations and performances by the Cultural Center.

The Lycée's emphasis on digital literacy and technology integration is evident in its physical structures. The school is fully wireless, and faculty members are trained to integrate SmartBoards in their teaching. Committed to remaining at the leading edge of technology, the Lycée is also certified for LEED-EBOM to maximize efficiency and minimize environmental impact.

The campus has been enhanced by the opening of the 19,000-square-foot York Wing, a beautifully designed, sustainably constructed building completed in the fall of 2016. Teaching and learning are at the center of every aspect of the design, with an eye for actively preparing students to live and work in an ever-changing world. The York Wing features large and flexible classroom spaces that support an increased emphasis on interdisciplinary, project-based learning, and differentiated instruction. As a result of the new facility, the Lycée has non-classroom spaces for students to study in groups and for faculty members to collaborate, movement and performance spaces for use at both the Primary and Secondary levels, a new media lab, and a state-of-the-art makerspace in which students have already begun to experiment with new technologies such as 3-D printers and laser cutters. As previously mentioned the Lycée most recently acquired the 1414 York avenue building, which not only adds nearly 20,000 square-feet to the current footprint but also offers a great opportunity to integrate further the York wing with the historical part of the campus.



CHALLENGES AND OPPORTUNITIES

The successful candidate must possess a sense of cultural understanding of and belonging to the Lycée, coupled ideally with fluency in the French language, to enhance interaction with faculty, staff, and Board members. The outgoing CFOO elicited total faith in his reporting among Board members and the Head of School, bringing both a grasp of the details and the big picture. The CFOO is a dedicated professional with humility and a quiet authority that commands respect. The successful candidate should embrace a thoughtful approach as they get to know the Lycée, its people, and the key issues the school is facing.

Of note, the CFOO's portfolio has increased during the current person's five-year tenure, with IT/Data and the Health Office reporting to them along with the Business Office, Human Resources and Facilities. The school continues its conversion to a fully digitized operation, a move initiated by the current CFOO, which also has included the design and implementation of performance metrics for the institution.

The school's Board of Trustees is a stable and seasoned group, with high-functioning standing committees – Finance, Investment, Building – to which the CFOO provides primary support. The successful candidate must bring conviction, ambition, and a strategic sense to the position to help the school determine its enrollment structure, its fundraising needs, its opportunity to refinance its debt and how to integrate the new building into current operations. In short, the new CFOO will be the primary author of the school's new business plan.

The Lycée has been expertly managed over the years, and always with a long-term strategic view that has helped it grow and thrive. The next CFOO will be joining a passionate community and thoughtful leadership that is always considering what is next and how the Lycée can adapt and thrive in any environment.



KEY RESPONSIBILITIES

The Chief Financial & Operating Officer reports to the Head of School and is the primary staff person to the Finance, Building, Investment and Audit and Risk Assessment committees of the Board of Trustees. In addition to strategic and day-to-day management of five departments (Business Office, Human Resources, Facilities, IT/Data and Health Office), the new CFOO will place an emphasis on documenting and systematizing processes and procedures: migrating to a fully digitalized operation in all areas of the School; and designing and producing performance metrics related to finance and operations, working with relevant departments as needed.

Further, the CFOO will:

- Oversee the development, administration, and reporting of the operating and long-term budget to the Head of School, the School's Board of Trustees, the Finance Committee, and auditors as well as federal, state, and local authorities, lenders, donors, and various School administrative offices.
- Oversee the administration of the School's endowment; execute endowment and investment policy; implement investment decisions of the Investment Committee; and coordinate with the endowment consultants, investment managers, and custodians, ensuring effective endowment allocations, performance, and reporting.
- Oversee all School operations including personnel, maintenance, facilities, IT/Data, food service, neighborhood relations, etc.
- Help negotiate with local lenders when necessary to ensure that funding is secured for new construction or other extraordinary needs of the school and ensure compliance with loan terms.
- Ensure that the School is in compliance with all local, state and federal reporting requirements.
- Build and/or maintain the School's short- and long-term strategic financial models.
- Provide transparent financial reporting and planning that builds trust among administrators, faculty, staff, students, alumni, parents, and trustees.
- Supervise the work of Business Office personnel;
- Ensure the use of standard accounting and bookkeeping procedures, preserving segregation of duties;



- Insure compliance with the filing requirements of all appropriate Federal, state and local tax returns and other U.S. and French government reports and compliance with all current regulations;
- In all activities involving expenditures or commitments to expend School funds, ensure that the activities are conducted in an effective and efficient manner, that comparative costs are obtained and evaluated where appropriate, so as to obtain the most favorable products, services and prices and avoid any favoritism or the appearance thereof.
- Supervise HR activities, including compensation, benefits, employee relations, recruitment, and immigration.
- Oversee employee compliance with school policies and practices, as well as the general legal context relevant to school operational roles and responsibilities, including risk management.
- Oversee the annual financial and 403b plan audits and filings of tax returns.
- In coordination with school-wide data management: publish the Trustee Dashboard; provide ad hoc analyses as required; work on budgets and projections; complete industry surveys; and help automate processes to minimize data entry.
- Work with the Dean of Innovation and Professional Learning and Human Resources to: ensure sound management and tracking, as well as support strategic and effective evolution of the School's Professional Development and Research Grant program.
- Supervise IT and Data operations, working with the Chief Information and Data Officer, re. Data management and security, budgeting, purchasing of equipment, and personnel management.
- Supervise security management, working with the Director of Facilities in reviewing and implementing school safety and security priorities and ensuring the school's compliance with pandemic-related constraints;
- Establish capital project spending priorities, working with the Director of Facilities, the Chief Information and Data Officer and the Building Committee; assist in budgeting, tracking and managing implementation;
- Supervise Health Office operations, working with the Head Nurse in ensuring the school's compliance with New York State and New York City mandates and pandemic-related obligations;
- Represent the Lycée at various regional, state, and national associations relative to the role of the CFOO;
- Monitor regulatory and best practice developments by belonging and contributing to listservs such as NBOA and NYSAIS;
- Advise the Head of School of any situations which might have adverse safety or legal consequences for the School;
- Perform other duties as assigned by the Head of School.



SKILLS AND KNOWLEDGE

The ideal candidate will bring significant experience gained through increasingly responsible roles in comparably complex, high-performance settings. This experience will ideally include budgeting and planning, financial forecasting and analysis, financial software implementations, accounting, human resources, risk management, business operations, and oversight of facilities and capital projects. Experience in education, either at the secondary school level or in higher education, would be an asset. A master's degree in finance, accounting, or business is preferred. Proven success with the implementation of new technology platforms is also preferred. Strong communication skills, both written and verbal, are key to the position. Proficiency in French would be a distinct asset although not a requirement.

Personal Attributes

The Chief Financial & Operating Officer will be an accessible and approachable colleague, with the integrity, warmth, and openness to learning that are consistent with Lycée values. Candidates should be self-starting, resourceful, and organized, and possess the ability to work well under pressure, communicate effectively, and embrace a diverse and multinational community. Further, the successful candidate will be or possess:

- High energy – brings a sense of urgency to the organization;
- A strategic thinker who sees the larger picture;
- The ability to understand and embrace the Lycée's mission;
- The ability to balance and prioritize the needs of the School;
- The ability to motivate, manage, and mentor staff;
- Process-oriented;
- Superb people skills; compassionate;
- A strong, team player;
- Fair, but demanding; a willingness to say “no”;
- Committed to diversity and inclusion practices;
- Evident integrity;
- Secure in the company of accomplished people;
- High emotional intelligence.



TO APPLY

Interested and qualified candidates should submit electronically in one email and as separate documents (preferably PDFs) the following materials:

- A cover letter expressing interest in this particular position;
- A current résumé;
- A list of five professional references with name, phone number, and email address of each (references will not be contacted without the candidate's permission);

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Committed to fostering an inclusive community, the Lycée Français de New York celebrates diverse identities and lived experiences, which enrich our students' learning. We respect, support, and value our students' and employees' voices, and we endeavor to offer an equitable environment in which they can thrive. The Lycée actively seeks qualified individuals from underrepresented groups, welcomes applications from all qualified individuals, and is an equal opportunity employer. The Lycée can only hire individuals who are lawfully authorized to work in the United States as of the date employment is to begin.