

Rabun Gap-Nacoochee School

Rabun Gap, GA

Chief Financial Officer (CFO)

Start Date: July 1, 2022

Founded in 1903, Rabun Gap-Nacoochee School is a coeducational college-preparatory boarding and day school for grades Pre-K–12. More than 78% of the student body receives scholarships or financial assistance. Every member of the Class of 2019 was accepted into college and many earned merit scholarships. Our campus lies in the heart of the Southern Appalachians, just north of Clayton, Georgia and 90 miles north of Atlanta. Most faculty and staff reside in campus housing. Comprising 600 students from 14 states and 52 countries, Rabun Gap is a global village that seeks to develop the whole child, in accordance with our mission.

Rabun Gap offers a dynamic educational program that both challenges and nurtures each student. We encourage natural curiosity, and, by holistic teaching, demonstrate that discovery and learning are lifelong pursuits. We believe a student's education is far broader and richer than what is learned in the classroom; however, the formal aspects of the classroom compose the core from which a student's education develops.

Reporting directly to the Head of School and working collaboratively with the Board of Trustees and the Leadership team, the CFO is responsible for overseeing all financial operations of the school.

Responsibilities:

- Oversee the development, budgeting, and reporting of the 17 million-dollar operating budget. Clearly communicate the long-term budget to the School's Board of Trustees; Finance, Audit, and Investment committees; auditors; federal, state, and local authorities; lenders; donors; and various School administrative offices.
- Evaluate the School's 63 million-dollar 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.
- Work collaboratively with the Head of School in creating and maintaining the School's short- and long-term strategic financial models.
- Serve as the lead liaison to the Finance, Investment, and Audit committees of the Board of Trustees, working closely with Committee Chairs and organizing agendas and meeting materials. It will be paramount to communicate effectively with the Committee Chairs for the Board of Trustees.
- Work collaboratively with the Head of School on strategic financial initiatives to assist in balancing budgets and creating a sustainable long-term model.



**Carney
Sandoe**
& ASSOCIATES

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- Oversee the annual financial and 403b plan audits and filings of tax returns.
- Provide transparent financial reporting and planning that build trust among administrators, faculty and staff, students and alumni, parents, and trustees.
- Be supportive of Rabun Gap's unique mission and philosophy, always keeping our financial decisions within that mindset.

Desired Experience:

- Bachelor's degree required; MBA and or CPA preferred.
- A minimum of 10 years of experience working in independent schools or other non-profit organizations.
- Experience working closely with a Board of Trustees.
- Significant responsibility responsibly managing day-to-day business operations.
- Commitment to promoting and maintaining a collaborative work environment, with inclusive decision-making processes.

Desired Skills:

- Collaborative team member, who is easy to work with.
- Excellent communication skills to all relevant constituents.
- Embrace and promote our mission, including our commitment to diversity and inclusion.
- Understand the importance of confidentiality.
- Dedicated, hard-working community member.



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