

CHIEF FINANCIAL AND OPERATIONS OFFICER/CFOO SEARCH

ST. PATRICK'S EPISCOPAL DAY SCHOOL

Washington DC

stpatsdc.org

Start Date: July 2024



**Carney
Sandoe**
& ASSOCIATES

CARNEYSANDOE.COM

Mission Statement

St. Patrick’s Episcopal Day School strives to create a diverse and inclusive learning community of students, faculty and staff, and parents who recognize the infinite value of every individual as a child of God. The school is committed to developing character, advancing human understanding, and promoting academic excellence to shape engaged citizens who live with integrity, empathy, and purpose.

At a Glance



Established
1956



Enrollment
475



Full-Time Faculty and Staff
125



Campus size
19 acres



Students of color
38%



Financial aid awarded
\$2,837,295



Faculty with advanced degrees
73%



Student-teacher ratio
6.8:1

Grades: Nursery - Grade 8
Faculty of color: 39%
Students receiving financial assistance: 24%
Endowment: \$17,692,309
Annual operating budget: \$23,392,445

Interscholastic sports teams: 19
Music ensembles: 7
Art studios: 3
Mascot: Wolfhound

Accreditations and Memberships:



National Association
of Independent Schools



Association of Independent
Maryland & DC Schools



MID-ATLANTIC
EPISCOPAL SCHOOL
ASSOCIATION



National Association
of Episcopal Schools
Excellence Through Association



The Association of Independent
Schools of Greater Washington



National Business Officers Association



Overview

St. Patrick's is a co-educational Episcopal parish day school that opened its doors to children 67 years ago, having been created by resolution of the Vestry of St. Patrick's Episcopal Church in 1956. Located in the Palisades section of Northwest Washington, D.C., and beginning with a Nursery School for 6 students in the Church basement, the Day School has blossomed into a Nursery to Grade 8 institution for 475 students on two beautifully appointed academic campuses and a third housing an expansive athletic field and outdoor garden and learning center. As an Episcopal School, St. Patrick's welcomes community members of all faiths as well as community members who do not practice a faith tradition. Community members are encouraged to stand in their own faith or beliefs and be open to all.

In 2017, a 19,000 square foot Middle School was opened for students in Grades 6, 7, and 8. Additionally, the School provides a robust, nurturing, play-based program for infants and toddlers, which is celebrating its 32nd year. Recently revitalized outdoor play and learning spaces reinforce creative, healthy, and vigorous play and dramatically expand learning opportunities. The award-winning Environmental Sustainability Program, with a commitment to outdoor education and stewardship of our planet, has evolved into one of the pillars of the student experience at St. Patrick's.

Tremendous care and thoughtfulness devoted to child-centered academic programming and teaching space design, coupled with a strong sense of joy and belonging, are the hallmarks of this school. The long-tenured faculty and staff devote themselves to providing excellence in education within the Episcopal tradition, while celebrating the whole child, helping to guide their students toward self-discovery, cultivation of their strengths, growth of personal integrity, and development into their best selves.

St. Patrick's now seeks a seasoned, thoughtful, and dedicated professional to serve as the School's next Chief Financial and Operations Officer (CFOO). Reporting directly to Head of School, Jalene Spain Thomas, this individual is a key member of the administrative team. The CFOO leads all aspects of finance and operations, acts as a strategic thought partner for the Head of School and Board of Trustees, and will enjoy many opportunities for innovative thinking, project management, staff advocacy and development, and input to help shape the future of the School. The Day School's financial position is strong, and its expansive campus provides tremendous growth potential to advance the School's mission via thoughtful management and sustainable planning. The next CFOO will lead talented, experienced, and highly functioning teams in the Business Office and the Buildings and Grounds, IT, and Auxiliary Program departments.



Opportunities and Challenges

The next CFOO will join a community that is dedicated to the School's mission and where warmth, enthusiasm, and a welcoming atmosphere abound and are immediately apparent when, at the start of each school day, the Head of School and other senior administrators, faculty, and staff are on hand greeting each and every child and parent as the carpool rolls through. The CFOO will likewise enjoy a multitude of opportunities for high visibility and direct community engagement.

As St. Patrick's moves forward with its next phases of strategic planning, the CFOO will be integrally involved, bringing financial and operations expertise along with a growth mindset and the innovative thinking and deep analytical skills necessary for sustainable movement forward. As the largest single elementary/middle independent school landowner in the District of Columbia, ample assets and opportunities exist to support such growth. Project management along with skill in navigating neighbor relationships and planning and zoning challenges are an important component of this position.

The new CFOO inherits strong and experienced finance and operations teams, including 6 direct reports, that will best be served by good communication, transparency, team building, collaboration, appreciation of their collective expertise, and continued advocacy for professional development. Working in concert with these teams, systems upgrades and improved efficiencies are always a focus.

The CFOO is a member of several Trustee committees including Finance, Investment, Building and Grounds, Executive, and Risk Management. Several projects immediately on deck include refinement of the long-range financial model, integrating the use of benchmark data, exploration of alternative revenue streams, optimization of auxiliary and afterschool programming, tuition pricing, and enhancing school safety and security policies and protocols.

An executive and even-keeled presence, able to inspire confidence, successfully guide risk management, and demonstrate strong listening and relationship-building skills are imperative for this position.



Responsibilities

In addition to embracing St. Patrick's mission, supporting its Head and leadership, and representing the Day School at professional and public forums, the new CFOO has a number of primary responsibilities:

- Provide strategic leadership, analysis, and management of finances and operations.
- Serve on the Head of School's Administrative Team and lead, co-lead, or participate in several other teams and committees.
- Establish financial and capital strategies that are consistent with the strategic priorities.
- Oversee all business office functions, including all financial reporting to the Head of School, Board of Trustees, and various committees.
- Serve as the liaison to the parish on financial matters.
- Serve as staff liaison to certain 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 Day School and compliance with loan terms.
- Oversee the management and 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 Academic, Advancement, Enrollment Management, Communications, and other departments.
- Participate in diversity, equity, inclusion, and belonging professional development.
- Oversee the management of the School's buildings and grounds, including the physical plant, maintenance, construction projects, security, and custodial operations.



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 cohesion and accountability;
- 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 measuring and improving organization-wide productivity;
- Demonstrated experience in the development of analysis 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;
- A demonstrated record of successfully negotiating and initiating contracts with external vendors;
- Aptitude for high customer-service standards;
- Consistent demonstration of an entrepreneurial mindset;
- Demonstrated high level of integrity with a palpable commitment to equitable and inclusive practices.

Learn More

Click on the links below to learn more about St.aint Patrick's Episcopal Day School.

[School Website](#)

[School History](#)

[Equity, Diversity, and Inclusion](#)

[Virtual Campus Tour](#)

[About Washington DC](#)



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:

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